



## **MEMORANDUM**

**TO:** Montgomery County Planning Board and Parks Commission

**VIA:** Michael Riley, Director of Parks  
Mitra Pedoeem, Deputy Director of Parks, Administration  
John Nissel, Deputy Director of Parks, Operations

**FROM:** Kristi Williams, Chief, Public Affairs and Community Partnerships Division  
Haviz Adejo, Park Permit Office Manager

**RE:** Follow Up – Outdoor Tennis Court Use Permit Policy

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**Staff Recommendation:** Approve the amended Outdoor Tennis Court Use Permit Policy.

### **Background/Rationale**

Parks staff presented an amended Outdoor Court Use Permit Policy to the Planning Board on Thursday, November 17 and was asked to return with a different court allocation leaving some courts available to the public at all times during permitted practices, games and tournaments. Staff was also asked to simplify the guidelines that tennis instructors must follow when permitting Montgomery Parks outdoor courts. **Once approved, this policy will be tested in 2017 and staff may come back to the Planning Board for additional revisions at the end of the pilot period, if deemed necessary.**

Additionally, Montgomery County Public Schools (MCPS) agreed to waive their “50% rule” for tennis tournaments. Tournament managers can now host small tournaments at schools. MCPS also reiterated that walk-on play is always encouraged at schools.

### **Proposed Policy Changes**

The proposed changes to the Outdoor Tennis Court Use Permit Policy is to provide proper balance for court use:

- **Remove time limitations under the criteria section:** This will provide more access and flexibility for Youth / School programs during weekdays and weekends.
- **Remove the minimum total court hours per reservation under the criteria section:** More customer friendly to users that want to reserve less court hours in association with their private events.

- **Remove some guidelines for tennis instructors:** The proposed change is to simplify how permits are issued for instructors. We believe it will encourage tennis institutions from other Counties to offer programs to Montgomery County residents. Such Institutions will pay the non-resident rate. Also, Montgomery County Recreation Department does not oversee tennis programs, Montgomery Parks does.
- **Remove the separation of permitting guidelines for practices, games and tournaments;** This is simple and a more flexible way for permitted user groups to select courts that are suitable for their program needs, while leaving courts available to the public.

#### **Tested Operational Changes**

Staff is also proposing to include the following to the conditions of use on permits issued for Tennis tournaments:

- Permit holder must provide a way of identifying their players with wrist band, hat, t-shirt, etc. on the tournament day
- Permit holder must provide event signs and posters to the Park Manager at least two (2) weeks prior to event date to be posted at the kiosks and court fences to notify walk-on users of upcoming tournaments and permitted court hours
- Permit holder must provide green or red signs that will be placed on the corner of a court fence or a court net that indicates (visible from a car in the parking lot) that the court is in use by the tournament
- Park Manager will assign on-site staff to support the event and monitor unused courts to be made available for the general public, at the expense of the tournament.

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## Montgomery County Department of Parks, M-NCPPC Outdoor Tennis Court Use Permit Policy

### Policy Statement

The purpose of this policy is to establish an orderly and fair procedure for the reservation of a court or several courts for the purposes of tennis instruction, or organized play such as tournaments. It is the intent of this policy to balance such organized uses with walk-on use by the casual tennis players in our parks. All players must adhere to the guidelines set forth in this policy, as well as any additional posted rules and regulations.

Outdoor tennis courts managed by the Montgomery County Department of Parks are free and available for use by the general public to practice and play tennis on a first-come, first-serve basis. Montgomery Parks reserves the right to use outdoor courts for programs, camps or classes offered to the general public. All use of outdoor park tennis courts must be in compliance with the criteria, guidelines and regulations outlined below.

### Criteria

~~Permitted time for programs, tournaments and events is available as follows: Monday-Friday 9am-5pm\*~~

~~\*Youth/school programs may be granted a permit until 7pm for a maximum of two weekdays per week.~~

~~Saturday-Sunday 9am-1pm~~

~~Permits will be issued upon request for Saturday or Sunday play on a holiday weekend but not for the holiday day. A minimum of ten total court hours per reservation is required to obtain a permit~~

~~Permits are required for private tennis instruction; non-permitted instruction is against M-NCPPC regulations and subject to penalties. Fees for tennis instruction follow the M-NCPPC User Fee Schedule, as approved annually by the Montgomery County Planning Board. Permitted tennis instruction will be allowed only if provided by:~~

- ~~- Governmental or non-profit tennis organizations, which are open to all students regardless of race, gender, national origin, handicap, creed, color, or ability to pay;~~
- ~~- Licensed educational institutions which are located in Montgomery or Prince George's County;~~
- ~~- Organizations providing instruction under the direction of the Montgomery County Recreation Department.~~

### General Outdoor Tennis Court Use Guidelines

- Montgomery Parks will issue permits upon request for play on a holiday weekend, but not for the holiday day.
- Montgomery Parks require permits for private tennis instruction; non-permitted instruction is against M-NCPPC regulations and subject to penalties.
- Fees for tennis instruction follow the M-NCPPC User Fee Schedule, as approved annually by the Montgomery County Planning Board.
- All walk-on play begins and ends on the hour. If there is no player on the court, ~~if a court is unoccupied~~ and no one is waiting, non-permitted players can begin their play immediately but must relinquish the court at the end of the next full hour if other non-permitted players are waiting.

- Non-permitted players must relinquish the court(s) to permit holders for the hours and courts designated on the permit.
- Montgomery Parks prohibits solicitation of any business, trade or occupation is ~~strictly prohibited~~ unless authorized by permit. This includes conducting class instruction for a fee and the taking of photographs and/or videos for commercial use.
- Montgomery Parks prohibits play ~~is prohibited~~ when posted or if the gates are locked.
- Play on all lit courts must end at 11 p.m. when the lights shut off.
- ~~No~~ Montgomery Parks do not allow dogs, skateboards, bicycles, roller blades or roller skates ~~are allowed~~ on tennis courts.

### **Olney Manor Recreational Park Outdoor Court Regulations**

#### ***Tournaments/Special Events***

- ~~Tournament permits will only be issued for Court Batteries A, B and C, and the Tournament Court (T). Batteries D and E will remain open to the public at all times.~~
- Practices, games and tournaments can use up to fourteen courts, but must release courts for public use when no longer needed.
- A battery of public courts will be made available and accessible at all times.
- ~~Special events such as multi-state or regional tournaments can apply for a special use, multiday permit that will allow use of all eighteen courts for the first day and use of up to eleven courts thereafter. Courts must be released for general public use when no longer needed.~~

#### ***Games/Practices***

- ~~Permits for games and practices will be limited to Court Batteries A, B and C and T. Batteries D and E will remain open to the public at all times.~~

### **Cabin John Regional Park Outdoor Court Regulations**

#### ***Tournaments/Special Events***

- Practices, games and tournament can use up to six court, but must release courts for the public use when no longer needed. ~~Batteries A & B. Battery C will remain open to the public at all times.~~
- A battery of public courts will be made available and accessible at all times.
- ~~Tournaments can use up to eight courts but must release courts for general public use when no longer needed.~~
- ~~Special events such as multi-state or regional tournaments can apply for a special use, multiday permit that will allow use of up to eight courts for the length of the tournament. Courts must be released for general public use when no longer needed.~~

#### ***Games/Practices***

- ~~Permits for games and practices will be limited to Court Batteries A & B. Battery C will remain open to the public at all times.~~

### **Wheaton Regional Park Outdoor Court Regulations**

#### ***Tournaments/Special Events***

- Practices, games and tournament permits will only be issued for three courts, but must release court for the public when no longer needed. ~~Courts 4-6. Courts 1-3 will remain open to the public at all times.~~
- ~~Tournaments can use up to three courts but must release courts for general public use when no longer needed.~~
- ~~Special events such as multi-state or regional tournaments can apply for a special use, multiday~~

~~permit that will allow use of all six courts for the first day and use of up to three courts thereafter. Courts must be released for general public use when no longer~~

~~*Games/Practices*~~

- ~~- Permits for games and practices will be limited to Courts 4-6. Courts 1-3 will remain open to the public at all times.~~

**Local Parks and other Regional/Recreational Outdoor Court Regulations**

- Permits for games and practices are available for outdoor courts located in local parks; however, half of the total number of courts must remain open to the public at all times.

**Montgomery County Department of Parks, M-NCPPC**  
**Outdoor Tennis Court Use Permit Policy**

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Outdoor tennis courts managed by Montgomery Parks are free and available for use by the public to practice and play tennis on a first-come, first-serve basis. Montgomery Parks reserves the right to use outdoor courts for programs, camps or classes offered to the general public. All use of outdoor park tennis courts must be in compliance with the guidelines and outlined below.

**General Outdoor Tennis Court Use Guidelines**

- Montgomery Parks will issue permits upon request for play on a holiday weekend, but not for the holiday day.
- Montgomery Parks require permits for private tennis instruction; non-permitted instruction is against M-NCPPC regulations and subject to penalties.
- Fees for tennis instruction follow the M-NCPPC User Fee Schedule, as approved annually by the Montgomery County Planning Board.
- All walk-on play begins and ends on the hour. If there is no player on the court, and no one is waiting, non-permitted players can begin their play immediately but must relinquish the court at the end of the next full hour if other non-permitted players are waiting.
- Non-permitted players must relinquish the court(s) to permit holders for the hours and courts designated on the permit.
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