



## **Court Allocation Procedure**

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

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### **Procedure for Facility Allocation Policy**

The purpose of this procedure is to outline the court-specific considerations of the allocation policy. This applies to tennis and pickleball courts.

#### **Allocation Procedures**

Seasonal requests are due on or before the following dates

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

#### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

#### **Scheduling Considerations**

1. Tennis court permitting is prohibited at all locations, with the exception of Fleury Park.
2. Pickleball court permitting is prohibited at all locations, with the exception of Thomas Coates Park.
3. Permits shall be limited to a maximum of two (2) tennis courts and one (1) pickleball court at any given time.
4. The following exemptions apply to the sections above:
  - Programs operated by or on behalf of the Town of Aurora

- Aurora Community Tennis Club
  - Schools in Aurora
  - Tournaments or special events approved by the Director
5. Drop-in play at all dedicated tennis courts shall be on a first-come-first-served basis, with a mandatory requirement that the court(s) be vacated every hour, on the hour to allow the next person(s) in line to play.
  6. Drop-in play at all dedicated pickleball courts shall be on a first-come-first-served basis, with a mandatory requirement that the paddle method is used to allow the next player(s) in line to play.
  7. Drop-in play at all shared tennis/pickleball courts shall be on a first-come-first-serve basis, utilizing the paddle method for pickleball and on the hour for tennis.
  8. Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short-term weather-related field closings or other facility related information.

## **Facility Classification and Schedule of Usage**

### **Tennis Courts**

Description: Town owned and/or managed tennis courts lined for tennis only.

Locations: David English Park (2), Summit Park (2), Thomas Coates Park (2), McMahon Park (3)

Total: 9

Schedule: McMahon Park only, permitted under separate agreement to the Aurora Community Tennis Club.

### **Tennis/Pickleball Courts**

Description: Town owned and/or managed tennis courts lined for both tennis and pickleball.

Locations: Norm Weller Park (2), Fleury Park (4)

Total: 6

Schedule: Fleury Park only, permitted for use seven (7) days per week between the hours of 9 a.m. to dusk, for unlit courts and 9 a.m. to 11 p.m. for lit courts up to a maximum of two (2) courts.

### **Pickleball Courts**

Description: Town owned and/or managed pickleball courts lined for pickleball only.

Locations: Thomas Coates Park (2), Trent Park (2)

Total: 4

Schedule: Thomas Coates Park only, permitted for use seven (7) days per week between the hours of 9 a.m. to dusk, to a maximum of one (1) court.

For tournaments and special events that have been approved by the Manager of Parks Operations and/or Manager of Business Support, court use limitations outlined above may be waived.

### **References / Codes**

- Facility Allocation Policy