



Meridian Parks and Recreation Department ADMINISTRATIVE POLICY

Subject: Homecourt facility tournament/event reservations

Purpose: To describe policies and procedures regarding reservation of Meridian Homecourt for a tournament or event.

Policy:

Meridian Parks and Recreation Department's goal is to maximize use of Meridian Homecourt by membership holders, daily users, community athletic groups, and the general public when scheduling tournaments or other athletic events.

FREQUENCY OF TOURNAMENT RESERVATIONS

Anyone may reserve Meridian Homecourt for a tournament or other athletic event. Between October 1 and April 30, Homecourt staff will make every effort to schedule tournaments/events at least six (6) to eight (8) weeks apart, in order to preserve time for the general public to use the facility, though tournaments/events may be scheduled four (4) weeks apart if suitable alternative later dates are not available. Between May 1 and September 30, when facility usage rates are typically lower, tournaments/events may be scheduled no closer than two (2) weeks apart.

For all tournaments and events, Bays 1–4 shall be reserved and will not be open to the public. The reserving party is responsible for payment of all applicable fees necessary to reserve all four bays. Approved space for tournaments and events at Meridian Homecourt includes access to the Bays 1–4, restrooms, changing areas, and any other areas of the facility that are approved by the Facility Manager. Bays 5 and 6 are not reservable spaces and will continue to accommodate community education classes that may take place during a tournament or event.

Homecourt may be reserved for tournaments and events only on Fridays, Saturdays, and Sundays. Such reservations are limited to up to three (3) consecutive days.

PROCESS FOR TOURNAMENT RESERVATIONS

To reserve Meridian Homecourt for a tournament or event, the tournament/event organizer must submit a reservation application. The Facility Manager will review the application, determine availability pursuant to this administrative policy, and notify the organizer of the status of the requested reservation. The organizer must provide payment for the reservation in the amount set forth in the City's fee schedule at least three (3) days prior to the event. Failure to timely submit the reservation fee may result in cancellation of the reservation.

At least thirty (30) days prior to the tournament or event, the organizer shall submit to the Facility Manager proof of an insurance policy, issued by an insurance company licensed to do business in Idaho protecting the organizer from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the use of Homecourt for the tournament or event. Such insurance shall name the City as additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the City. Such insurance shall afford minimum limits of five hundred thousand dollars (\$500,000.00) per person bodily injury, five hundred thousand dollars (\$500,000.00) per occurrence bodily injury, and one hundred thousand dollars (\$100,000.00) per occurrence property damage. Failure to timely submit proof of insurance may result in cancellation of the reservation.

Homecourt reservations are subject to MPR's policy regarding cancellations, reschedules, and refunds. Rescheduled reservations are subject to the frequency limitations set forth in this policy.