



**WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
INDOOR PLAYGROUND POLICY
(W.C. Tennis Center)**

Reservation Procedure:

1. All playground reservations should be made directly with the W.C. Tennis Center staff either in-person during business hours or by calling 270-285-5115. The current Rental Fees apply to all rentals. (Ky. sales tax and a minimal cc processing fee is applied to all payments.)
2. All rentals are nonrefundable; however, cancellations will be credited to the user's WCPRD household account, if notification is made at least 24 hours in advance.

Guidelines for Playground Rentals:

1. Reservations will not begin until one (1) hour after the facility opens and must conclude one (1) hour before facility closes.
2. Setup and teardown times must be included in the paid reservation time.
3. **Saturdays:** A maximum of two (2) reservations will be scheduled on Saturdays with one (1) hour between rentals to allow for cleanup.
4. **Sundays:** A maximum of one (1) reservation will be scheduled on Sundays.
5. The playground is left open to the public during scheduled tournaments unless the tournament is charging admission.
6. Reservations are not permitted during scheduled tournaments.
7. Playground reservations do not include the Meeting Room (Meeting Room requires a separate fee).
8. Playground Closures are posted each Monday at the entrance to the Playground area. A closed sign is placed at the main entrance of the facility at the time of rental.