



July 13, 2021

Dear Tennis Instructor:

The purpose of this letter is to update you about regulations regarding tennis instructors in El Cerrito. The Recreation Department office had a soft re-opening on July 6, 2021 and is now open from 1-4pm, or by appointment between 9am-12pm. Tennis reservations will continue to be accepted online only at www.el-cerrito.org/onlineereg. Similarly, cancellations and transfers are accepted online only (with the exception of rainout refund requests that can be emailed to recreation@ci.el-cerrito.ca.us within 24 hours). At the time of booking, a reservation receipt will be issued. Please bring reservation receipt with you as proof of priority use of the courts. Rules are posted at each court as well as online at www.el-cerrito.org/sportsfacilities, and must be followed at all times. Please note new this fiscal year is a Light Surcharge at Cerrito Vista Tennis Courts. Reservations made during evening hours when the lights are on will be an additional \$4 per hour.

Tennis instructors are required to:

- a. Provide proof of USPTA or USPTR teaching professional status
- b. Provide proof of insurance, listing the City of El Cerrito as additionally insured for \$1,000,000 general liability
- c. Purchase an annual (July through June) tennis permit for \$28
- d. Reserve courts if charging students for any type of lesson or instruction. The hourly rate for reservations is \$17 per hour as of July 1, 2021. The hourly rate at Cerrito Vista Tennis Court with use of lights (evenings only) is \$21 per hour.
- e. Obtain a business license at City Hall, 10900 San Pablo Avenue, call (510) 215-4335, if your yearly income in El Cerrito exceeds \$8,733.00
- f. Follow any applicable COVID-19 [guidance](#) set by the California Department of Public Health

Attach required documentation:

- Completed Tennis Permit Form with payment
- Proof of USPTA or USPTR Professional status
- Proof of Insurance
- Business License (if required)

Please remit to the El Cerrito Recreation Department, 7007 Moeser Lane, El Cerrito, CA 94530 by August 31, 2021. Email documentation also accepted by email to Jessica Palacios, jpalacios@ci.el-cerrito.ca.us. We will not take your reservation after this date without a current permit.

Sincerely,

Taylor Melton, Recreation Supervisor
City of El Cerrito



Instructor Tennis Permit

Instructor Name: _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Email: _____

Injury: I understand that participants in the City of El Cerrito programs and renters of City facilities do so at their own risk and the City does not provide accident insurance.

Photos: I agree to have photographs, films, videotapes or tape recordings taken of me while participating in the City of El Cerrito programs. I permit these photographs, films or tapes to be released, to be used in publications, promotional materials, website and for other public information purposes by the City of El Cerrito.

Refunds: There are no refunds for tennis permits. Reservation cancellations or transfers can be processed online and incur a fee of \$1 per hour (except in cases of rain-outs which must be reported within 24 hours via email to recreation@ci.el-cerrito.ca.us).

Restroom Use: Restrooms at City of El Cerrito parks may be accessible to the general public and used by persons outside of your approved rental group. Facility renters understand that though park restrooms are cleaned daily, they will not be cleaned or sanitized between each use. Facility renters are encouraged to bring sanitizing supplies to sanitize high touch restroom surfaces before and after each use.

Facilities: No equipment or other fixtures may be moved or removed from the facility, nor stored at the facility outside of reserved times. Storage will not be provided. To report maintenance concerns, please email recreation@ci.el-cerrito.ca.us.

Hold Harmless Agreement: To the extent permitted by law, I hereby absolve the City of El Cerrito, its employees and volunteers from all liability that may arise as the result of my participation in the above-mentioned activity, and absolve the City of El Cerrito, its employees, and volunteers from such liability. I realize that the City of El Cerrito is not responsible for lost or stolen articles.

To the extent permitted by law, I hereby absolve the City of El Cerrito, its employees, agents, contractors and volunteers from all liability that may arise as the result of using City of El Cerrito public facilities including but not limited to picnic areas, tennis courts, play fields and park restrooms. I understand that such areas are open to the public and may not be cleaned by the City between use. I waive and release the City from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 that occurs, or is alleged to occur, as a result of usage of City of El Cerrito facilities and equipment. I understand that participants in the City of El Cerrito facility rental and permit programs do so at their own risk and the City does not provide accident insurance.

Signature: _____

Date: _____