**HELENA TOWNSHIP PICKLEBALL RESERVATION PROCESS**

Pickleball court reservations will be made by e-mail only. To request a reservation, submit an e-mail request to helena@torchlake.com. In this e-mail, include the following:

* + - * Pickleball in the subject line of the e-mail.
* Name, street address, email address and phone number of the requestor
* Whether or not the requestor is a Helena Township Resident
* List of names for other team players for group requesting this time reservation (large groups who rotate play can list just 3 players in addition to requestor)
* Date and time requested for reservation (1 and 2 hour blocks) see note on additional time under INITIAL START UP section.

If the e-mail does not include all above requested information, the request will not be processed and the e-mail will be returned. The requestor must start over e.g. new e-mail, submission date and time.

***Note: All group members must adhere to Indoor Pickleball Rules. Violations of the mask rule will result in the entire group being suspended through May of 2021.***

**INITIAL START UP (Fall 2020):**

Reservations will be processed first come, first served, **in order of the date and time** of receipt of an e-mail complete with all requested information.

Additional time will not be scheduled until after the second round of scheduling. Groups will not be given additional time by having another member request reserve during the first round.

Helena Township residents pay a millage on the building and will have first priority to reserve time. They will have a 72-hour window from 12:00 AM the first day of the scheduling startup date thru 11:59 PM the third day following the startup of the reservation process.

Non-residents will have the next 72 hour time period to reserve time.

After completion of those two rounds of scheduling additional time may be available for reserve.

**ONGOING OPERATION:**

A calendar will be posted monthly for review of open times. Team leaders will receive an email verifying the time and date of initial reserve and after each renewal. The initial reserve will cover thru December 31, 2020. Renewals will be processed quarterly from that point on.

**Renewal:** Groups must renew their existing court time the first week of the month in which their current reservation would expire. EXAMPLE: Email renewal the first week of December 2020 to extend your time thru March 31, 2021. Renewals will then be the first week of March, June, September and December. Groups not notifying the office of renewal request in that first week will forfeit the time and it will be posted as available.

An email confirmation specifying dates and times reserved, and any dates not available, will be sent to each requestor successfully reserving time. **PLAY WILL NOT START UNTIL NOVEMBER 4, 2020.**  An email notice will also be sent to requestors not successfully reserving time.

Helena Township has authority to cancel reserved time if the community center is rented for other events. When the community center is rented for the weekend, no pickleball will be allowed from noon Friday thru noon Sunday. No payment is required if the Township cancels a group’s time.

**Hours available to reserve:**

9:00 AM – 7:00 PM Monday, Tuesday, Wednesday, Friday (Must be out of building at 7:00 PM)

9:00 AM – 5:00 PM Thursday (Must be out of building at 5:00 PM)

9:00 AM – 1:00 PM Saturday (Must be out of building at 1:00 PM)

**Court Fees:** $6/hour regardless of the number of people playing.

**HELENA TOWNSHIP INDOOR PICKLEBALL RULES**

***Note: All group members must adhere to Indoor Pickleball Rules. Violations of the mask rule will result in the entire group being suspended for the season, through May of 2021.***

* Pickleball groups in the community center are **limited to 5 people**, including players and non-players.
* Each group must identify one person as the group leader. The group leader is responsible to ensure the following:
* **All participants sign in** **when entering the building**. This information is crucial to contact tracing in case of a Covid 19 exposure.
* Court fees collected are deposited in the township drop box.

***Note: To receive credit for payment, the group must include on the envelope, the reservation name on the Township calendar, the date and the time of play.***

* Players must maintain social distancing when entering and exiting the building and when preparing for play or after play is finished.
* **At all times, all players wear masks including while playing pickleball and maintain social distancing while in the community center. Violation of this rule will result in the entire group being suspended for the season, through May of 2021.**
* A**ll surfaces (chairs, net, etc.) touched by the group are sanitized** using the wipes and spray sanitizer provided on court, **before leaving the community center** after play.
* **Payment is expected for all court time reserved by a group, even if the group does not play**. Exceptions may be when weather causes a ‘stay off the road’ recommendation from county or state authorities due to unsafe travel conditions.