**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.
			* Contact info for the group leader so the township can notify you of any scheduling conflicts
* Date and time requested for reservation (1 and 2 hour blocks)

**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. Scheduling will be for a calendar quarter.

**Renewal:** Groups must renew their existing court time prior to the end of the current scheduled quarter. Quarters end March 31, June 30, September 30, and December 31.

An email confirmation specifying dates and times reserved, and any dates not available, will be sent to team leader. Team leaders are responsible for notifying the other players.

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 – 7:00 PM Thursday (Must be out of building at 7:00 PM)

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

No Sunday reservations.

**Court Fees:** $8/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.