**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 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 thru Friday (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.