



# Volleyball Court Use & Reservation Policy

## ORGANIZED USE

Coaching, leagues, clubs, clinic, tournaments, or other business/commercial uses which require fee for participation must obtain a Reservation Permit.

## INCIDENTAL USE

Parties may elect to reserve a volleyball court for incidental single-use or single party events (e.g. family or company picnic or scrimmage with friends).

Reservations are available for incidental single-use or single party events but are not required unless the group size (including spectators) is greater than 50 persons, regardless of the number of courts in use.

**Incidental use means non-organized, non-league use with no coach(s), training, additional supplies or equipment and or official(s) present and does not require a fee to participate.**

For example: spontaneous/informal “sand lot / backyard” games among friends.

## GUIDELINES & PERSONAL CONDUCT

1. All users with confirmed reservations must have a printed or digital copy of their reservation permit in hand to demonstrate scheduled use. Having this permit in hand resolves any scheduling conflict.
2. Volleyball court users are permitted to bring and install their own nets while City of Burlington nets are not installed.
3. Drop-in play is permitted only when the courts are not reserved. In general, this facility is available on a “first come, first served” basis, unless a reservation has been made.
4. If a court is not otherwise reserved and there are any players or teams waiting to play, teams/individuals must adhere to a 2 game limit then off. Teams/individuals refusing to yield are subject to removal. Refusal to comply with these rules could impact future reservations and use of City of Burlington facilities.

COURT RENTAL FEES				
Description	per Hour, per Court	per Day, per Court	per Day, per Complex	Comments:
Sand Volleyball Courts	\$5	\$30	\$100	4-Court Complex
Grass Volleyball Court	N/A	\$36	N/A	Up to 50' x 80'
Picnic Shelter Fee	\$55 per day			

## INSURANCE DOCUMENTATION

Organizers of activities which require participants to pay a fee must provide insurance documentation naming the City of Burlington as Additional Insured and offering coverage with limits of no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. The Additional Insured must be listed as City of Burlington at 833 S. Spruce Street in Burlington WA 98233. Insurance documentation must include (1) a Certificate of Insurance and (2) an Endorsement Page. Valid documents must be received by Parks & Recreation at least 30-days prior to activity date.

## RESERVATIONS

Reservation permits can be obtained by contacting Burlington Parks & Recreation. Those requesting a reservation permit will complete a Court Reservation Application and pay a reservation fee.

Reservations for organized use & incidental use for groups larger than 50 persons must be made at least 7 days in advance. All other reservations must be made at least 3 days in advance.

Reservations for large groups or tournaments may require the addition of a portable restroom, please contact Burlington Parks & Recreation for fee rates and additional information.

Reservations for volleyball courts are not available November 1 through March 31.

Submit completed Court Reservation Applications to: [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov)  
or  
Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington WA 98233

Questions can be directed to 360-755-9649 or [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov)

## PAYMENTS & REFUNDS

1. If City staff cancels or declares a safety closure or weather related "rain-out" the reservation holder will either be refunded or not billed, whichever shall apply.
2. No-shows will forfeit 100% of paid rental fees.

### Incidental Use

- A. Payment in full is due at time of reservation confirmation for activities not considered to be a tournament, league, or camp/clinic/training.
- B. Reservations for 3 or more courts will also include reservations for the adjacent covered picnic shelter for an additional fee.
- C. Court Reservations are not refundable 30-days or less prior to reservation date.
- D. With 3-days or more notice, reservation fees paid may be transferred to a new date one time only. Date changes after the first are treated as a cancellation. Credits resulting from the change are not refundable. Change requests must be made in writing to the Parks & Recreation Department and should not be considered confirmed until acknowledged by department staff.

### Tournaments, Leagues, Camps/Clinics/Trainings

- A. Tournament reservations for 3 or more courts will also include reservations for the adjacent covered picnic shelter for an additional fee.
- B. Payment of 50% of the total estimated reservation cost is due at least 14-days prior to the reservation start date. The remaining balance is due upon conclusion of the reservations within 30-days of billing.
- C. Reservations are not refundable 13-days or less prior to reservation start date.
- D. With 7-days or more notice, reservation fees paid may be transferred to a new date one time only. Date changes after the first are treated as a cancellation. Credits resulting from the change are not refundable. Change requests must be made in writing to the Parks & Recreation Department and should not be considered confirmed until acknowledged by department staff.



**Burlington Parks & Recreation's volleyball courts are located at Rotary Park.  
The sand volleyball courts are designated 1 through 4 from east to west.**