



Please Return this form with Deposit to:  
 Owatonna Parks & Recreation  
 540 West Hills Circle  
 Owatonna, MN 55060

West Hills Tennis and Fitness Center: 507-444-4290  
 Owatonna Parks and Recreation: 507-444-4321  
 Fax: 507-444-4299  
 Email: [eric.anderson@ci.owatonna.mn.us](mailto:eric.anderson@ci.owatonna.mn.us)  
[danielle.licht@ci.owatonna.mn.us](mailto:danielle.licht@ci.owatonna.mn.us) or  
[drake.simonson@ci.owatonna.mn.us](mailto:drake.simonson@ci.owatonna.mn.us)  
 Website: [www.ci.owatonna.mn.us/parksrecreation](http://www.ci.owatonna.mn.us/parksrecreation)

**Group Tennis Court Rental Request Form** *(one form for each event)*

Contact Person and School or Event Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Phone (C): \_\_\_\_\_

Email Address: \_\_\_\_\_

Reservation Dates <i>(list dates individually)</i>	Reservation Time	Number of Courts Needed	Event Type <i>(Match/Practice/Other- please list)</i>

*\*\*Dates and times are on a first come first serve basis. All special requests will be considered, but we may not be able to accommodate them all. For additional information, please call the West Hills Tennis and Fitness at 507-444-4290.*

Additional Information/Special Requests: \_\_\_\_\_

Reservation Payment Policies

1. \$100 deposit required per event. Deposit needs to be received within 2 weeks of making request or dates will be open to other requests.
2. Deposit is not refundable unless the Tennis & Fitness Center Facility closes due to inclement weather.
3. School Reserving the Courts is responsible for total payment if opponent school name and amount they will pay is not given with reservation

*Disclaimer: We cannot guarantee extra court time if matches run long. If you are expecting a longer match, make sure to reserve the appropriate amount of time. Teams will not be allowed onto courts before scheduled time to warm-up. If you desire warm-up time prior to a match it must be included in the reservation. Prices will vary depending on the day and time of the rental. Rates are listed on the Park and Recreation website.*

**Date Reservation Was Taken:** \_\_\_\_\_ **Staff Member Taking Reservation:** \_\_\_\_\_

