



# Volleyball Court Use & Reservation Guidelines

**Organized Use:** If you’re planning coaching sessions, leagues, clubs, clinics, tournaments, or any other activities that require a fee for participation, you'll need a **Reservation Permit**.

**Incidental Use:** If you’re just looking to gather with friends or family, have a company picnic, or enjoy an informal game, the sand volleyball courts are available for **incidental** or **casual use!** You can also make a reservation for incidental use, but it’s only required if you're charging a fee or if your group (including spectators) is larger than **50 people**, no matter how many courts you're using. Incidental use means just showing up to play with no organized teams, coaches, or extra supplies, and **no fee** for participation.

## Guidelines for Use & Personal Conduct:

1. If you’ve made a reservation, please bring either a **printed or digital copy** of your reservation permit to show you’re all set to play.
2. Nets are put up by the City of Burlington in early April and removed late fall. Feel free to bring your own nets if the City of Burlington nets aren’t up yet.
3. **Drop-in play** is allowed when the courts aren’t reserved. The courts are typically on a **first-come, first-served** basis unless someone has already reserved them.
4. If there are players waiting to use the courts, please stick to a **2-game limit** and then let others have a turn. Those who don’t follow this might be asked to leave, and it could affect future bookings.

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	Burlington Resident: SAT/SUN \$55 per day		MON-FRI \$50 per day	
	Non-Resident: SAT/SUN \$90 per day		MON-FRI \$75 per day	

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

Please direct questions 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.

## **INSURANCE DOCUMENTATION:**

If your event requires a fee, you’ll need to provide both a Certificate of Insurance and an Additional Insured Endorsement. Make sure to send these documents to Burlington Parks & Recreation at least **30 days before your event** to avoid any obstacles to hosting your activity.

1. The **Certificate of Insurance** must reflect liability coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate. The Certificate Holder must be listed as City of Burlington at 833 S. Spruce Street, Burlington, WA 98233. Do not list specific departments or persons as the Certificate Holder.

2. An **Additional Insured Endorsement form** listing the City of Burlington at 833 S. Spruce Street, Burlington, WA 98233 as “Additional Insured”.
- **Why the two documents?** The Certificate of Insurance summarizes your policy and will ensure the City of Burlington is in the line of communication for policy changes. The Endorsement is a legal document that formally recognizes the City as an Additional Insured during your use of the park facility.

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

