

Tennis Social Guidelines

1. Determine date and time, usually Friday 5:00 to 7:30, confirm with club president.
2. Reserve cafe with Recreation Hall Manager from 6:00 to 8:00, following in and out, for refreshments.
3. Submit a form in the Recreation Office outlining the information to be included in the Bulletin by the Monday two weeks before the scheduled Social. Be sure to include that participants must sign up if staying for refreshments.
4. Post a refreshments sign up sheet on the tennis board in the Recreation Hall the Friday before the Social. Remove on Wednesday to be able to order food etc.
5. Ask Club President to reserve both courts during the Social at the Monday draw.
6. Check for tennis balls and left over supplies in the tennis club locker. Keys to locker #40, cabinet #74, and # 78 for the glass Bulletin Board outside the tennis court can be signed out in the clubhouse at the desk. There are extra coolers in the locker and ice in the ice machine by the library.
7. Complete a Tennis Expense Report and attach all receipts. Submit the completed form to the Club Treasurer to be reimbursed for expenses or to get a check to pay a vendor. Notify the Treasurer if you will need a check in advance.