

East Potomac Tennis Center  
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Washington, DC 20024  
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[www.eastpotomactennis.com](http://www.eastpotomactennis.com)

February 4, 2010

Dear East Potomac Tennis Patron,

With a cold winter filled with snow and great tennis, East Potomac Tennis Center (EPTC) looks forward to continuing its success in 2010! Spring is around the corner and that means it is time to sign-up for 2010/2011 seasonal court time contracts—summer clay courts, summer hard courts, and/or winter indoor courts.

Similar to previous years, EPTC will continue its “lottery” process to assign contract times. Please review the below procedure carefully regarding the process and timeframes for 2010/2011 contracts.

**1. LOTTERY REGISTRATION for APPOINTMENT CARDS—*February 16th to April 2, 2010***

- A deposit in the amount of \$100.00 must be received by EPTC no later than **Friday April 2, 2010** if you want to participate in the lottery process. The deposit is **non-refundable** and may be made in person, by mail or via telephone (with a credit card), but must be received by close of business (10:00pm EST) on April 2, 2010.
- The \$100.00 deposit entitles you to one appointment card for a winter season contract **or** one appointment card for a winter and summer season contract. Patrons wanting a summer season contract only must be paid in full and are not subject to the lottery process. The appointment cards will be deposited into the sealed “Lottery Box” located at EPTC.
- If you require multiple winter contracts, you must submit a \$100.00 non-refundable deposit for each contract. You then will receive an appointment card for each requested contract slot.

**2. APPOINTMENT CARDS SELECTED—*April 6, 2010***

- Appointment cards will be drawn the morning of Tuesday **April 6, 2010** to determine the order of contract sign-ups. The appointment cards will be drawn randomly from the sealed “Lottery Box” located at EPTC in the presence of any current contract holders who chose to appear as witnesses.
- The appointment schedule will be posted outside EPTC by **noon** on April 6, 2010. In the event you are unable to visit EPTC, you may call to find out your appointment time(s). We regret that we cannot change appointment schedules once they have been drawn and patrons are not allowed to switch appointment times with one another.
- Any patron who wishes to witness the drawing should contact Andrew Acquadro, EPTC Manager, **before** April 6, 2010.

### 3. SIGN-UP FOR APPOINTMENT HOLDERS ONLY—*April 17, 2010*

- Contract times will be assigned during appointment times on April 17, 2010. **Please arrive at least 5 minutes prior to your appointed time.** Appointments will be taken in order and anyone who is late by 10 minutes or more will forfeit his or her appointment.
- If you cannot be present at your appointed time, please notify Andrew Acquadro, EPTC Manager, by **Tuesday April 13th, 2010**. At that time, you may designate a proxy to act on your behalf at sign-up on April 17th.
- Please come prepared with a first, second, and third choice for contract times. We cannot guarantee the availability of specific times. The number of indoor contract courts that will be available for the 2010/2011 winter season is currently being reviewed and is subject to change pending further investigation by EPTC. The final number of contract courts available will be determined prior to April 17, 2010.
- If the time(s) you prefer are unavailable, you may be placed on a waiting list for that time. No seasonal court time may be less than one hour or more than two hours. The latest available court time is 9PM, seven days a week. Guest Services, Inc. reserves the right to adjust contract schedules by half an hour, as necessary in order not to leave any unused court time. In addition, we reserve the right to adjust court assignments.
- An additional \$100.00 deposit **per hour** of winter contract time must be paid at time of sign-up if contract time is 1.5 or 2 hours in length. All winter contracts must be paid in full by **August 1, 2010**. **All deposits are non-refundable.** Payments received after Aug 1, 2010 will be charged a \$25 late payment fee. Winter contracts not paid in full by August 10, 2010 will be considered void and that court time will be reallocated to those on the waiting list.

#### **After April 17, 2010**

- All unallocated contract court time will be made available to EPTC patrons on a first-come first-serve basis.

**Once received, please read the contract carefully.** All EPTC contract holders are expected to adhere to the rules and regulations as outlined in the contract. No more than four players are allowed per court, unless pre-approved by management. Tennis instruction by anyone other than those persons employed by Guest Services, Inc. and/or with specific written approval from the National Park Service is strictly prohibited. Contract holders violating these rules will forfeit their season court without refund.

On behalf of EPTC, I would like to extend my thanks to you for your continued business and support of the Center. We look forward to seeing you soon. If you have questions, please call us at 202-554-5962.

Sincerely,  
[sent via e-mail]

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