

**Contract**  
**City of Waukesha – Waukesha Tennis Association, Inc.**

**Purpose & Scope:** The purpose of this Contract is to clearly identify the roles and responsibilities of each party as they relate to the implementation of Tennis Instructional classes as a recreation program offered through City. The goal of the program is to provide high quality, skill based, tennis lessons to youth and adults in the Waukesha community while encouraging lifelong tennis play.

**Term:** It is mutually understood and agreed by the parties the term of this agreement is three years and will be evaluated following the 2018 summer season. Either party reserves the right to terminate this Contract following the summer season. Support for future CIP Tennis Projects will be determined following the evaluation of each program season.

**1. City Responsibilities.**

- a. Provide tennis courts for summer lesson usage at multiple parks in the City.
- b. Promote both City/WTa Lessons and WTA Drill Program in City Summer Activity Guide.
- c. Process program registration for City/WTa lesson program.
- d. Process program registration refunds as applicable.
- e. Provide lesson rosters to program staff.
- f. Coordinate needed equipment with WTA and provide storage space at park sites as available.
- g. Communicate all lesson weather cancellation needs to participants.
- h. Coordinate specific summer lesson schedule (dates, times, locations) with WTA.

**2. WTA Responsibilities.**

- a. Hire, train, pay and evaluate all tennis instructors for summer program.
- b. Provide lesson specific tennis curriculum appropriate for all ages.
- c. Provide site supervisor when 3 or more courts are programmed with lessons.
- d. Coordinate needed equipment with City.
- e. Communicate all lesson weather cancellation with City.
- f. WTA will provide primary insurance for lesson program with City of Waukesha insurance policy providing secondary coverage.
- g. Invoice City twice during program season (following sessions 2 & 5) for actual student enrollments.

3. **Effective Date and Signature.** This Contract shall be effective from April 3, 2018 to December 31, 2021.

**City of Waukesha**

\_\_\_\_\_  
Shawn N. Reilly, Mayor

Date:\_\_\_\_\_

\_\_\_\_\_  
Gina L. Kozlik, City Clerk-Treasurer

Date:\_\_\_\_\_

**Waukesha Tennis Association, Inc.**

\_\_\_\_\_  
(sign above)

(print name)\_\_\_\_\_

Date:\_\_\_\_\_

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