

## **Maple Ridge Tennis Machine Procedures and Instructions**

### **Tennis Machine Cabinet Lockbox Access**

Once you have completed the one-time registration process at [MapleRidgeSubdivision.com](http://MapleRidgeSubdivision.com) you will be provided with a unique lockbox code which will allow you to access the tennis machine storage cabinet. This unique lockbox code will be selected by you and used to identify who is accessing the tennis machine cabinet. Please do not distribute this code to anyone, even if you paid for the rental of the machine. You are solely responsible for the machine if your unique lockbox code is used to open the Tennis Machine cabinet.

### **Tennis Machine Rental Procedure**

- Once you have received your lockbox code you may begin reserving the tennis courts and renting the tennis machine online at:

***[MapleRidgeSubdivision.com/reserve-tennis-court](http://MapleRidgeSubdivision.com/reserve-tennis-court)***

After reserving the court you will be directed to where you may reserve and pay the rental fee for the time period you specify.

- At your reserved date and time, simply tap the screen of the lock to wake up the keypad. Type your unique lockbox code into the lock (ending with “#”) and the door will unlock. The tennis machine cabinet is located near the tennis court gates near the pump room.
- Unplug the machine from the outlet in the storage cabinet and roll the machine onto the court
- Refer to the Instructions for Use of the tennis Machine below
- Once finished, roll the machine back to cabinet, unlock the keypad again as it automatically locks, roll the machine back in, plug the machine into the outlet so that it is fully charged for the next use. Close the cabinet door fully and check the handle to ensure the lock has locked once again.

### **Reminders and Security Guidelines**

- Do not tell anyone your code and store the code in a safe place. Security cameras are on-site to deter theft and vandalism, however it is important that your code is kept confidential to prevent unauthorized use.
- Do not access the tennis machine without first reserving the tennis court and reserving the tennis machine and making the rental payment.
- Do not leave the machine unattended or with another person or group. You are responsible for the tennis machine under your rental time period or when your code opens the tennis machine cabinet.

- The tennis machine is only to be used at the Maple Ridge Tennis Courts and should not be taken off site for any reason without HOA permission.
- Only Maple Ridge Swim/Tennis members residing within Maple Ridge are authorized to rent the tennis machine. Maple Ridge residents who are not Swim/Tennis members are not permitted to use the Maple Ridge Tennis courts or the tennis machine. Persons residing outside of Maple Ridge who are paid tennis team members, or those who have paid for training by an approved trainer or coach may use the tennis machine with the renter's permission with the renter being onsite, at the court, for the full duration of use.
- Be sure to plug the tennis machine back into the outlet after use and be sure the tennis machine cabinet is securely locked after use.