



Reservation of court 4 for residents of Junglinster

The reservation process for **court 4** for residents of the commune of Junglinster ("resident players") to use the communal infrastructure, agreed by the **Commune of Junglinster** and the **Tennis Club Junglinster (TCJ)**, is as follows.

1. Junglinster residents who wish to use **court 4** and who do not have an abonnement or do not participate in TCJ tennis lessons must become members of the TCJ. The annual fee for membership is currently set at €25 and covers the period from September 01, 2025 to August 31, 2026. This fee covers the administrative costs and insurance associated with the sporting activity.
2. Once the membership fee has been paid (point 1 above) and a certificate of residence has been provided, the resident player is entitled to a €250 credit on the reservation system, which can be divided into 10 units of €25, i.e. a total of 10 h of reservations. This credit is non-refundable and expires on August 31, 2026.
3. Once the 10 hours have been used up (point 2 above), the resident player can benefit from another super-reduced rate for 10 hours for an additional €25. The super-reduced rate covers TCJ's management cost.
4. Beyond the 20 hours at the resident rate (points 2 and 3 above), resident users can make reservations at the member rate via the reservation system. The member rate is either €25 per hour or a reduced price of €200 for 10 hours. After using a total of 30 hours, resident users can again take advantage of the super-reduced price for the rest of the sports year.
5. Resident players may only book on court 4 with the credit acquired as per points 2, 3 and 4.
6. The two special rates available to resident users, i.e. 10 hours in return for a membership card and 10 hours at the super-reduced rate, are limited to one offer per household.
7. Reservations cannot be made more than 5 days in advance. Each resident user cannot have several reservations open at the same time. A new reservation cannot be made until the first reservation has taken place.
8. Court 4 is for individual reservations. So, no subscriptions (possibility to book a fix hour for the whole season) can be done for court 4.

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9. Court 4 is booked via the self-service online booking system:
<https://tennis-tcj.lu/reservations.php> (See illustration at the end of the document).
10. We will regularly review this new process to incorporate feedback from the commune, resident players and other club members.
11. In the event of abuse or violation of these rules, the TCJ reserves the right to cancel the remaining credit and no longer accept requests for new credits.

Registration and top-up procedure:

12. The resident user sends the completed form by e-mail to the TCJ secretary (contact.tennisjunglinster@gmail.com). It must include
 - **First and last name**
 - **address**
 - **e-mail**
 - **certificate of residence (generated at the time of the request)** easy to download from *myguichet.lu* -> *My data* -> *Citizenship* -> *residence certificate*
(See illustration at end of document)
13. The TCJ secretary creates an account on the reservation site for the resident user and sends him/her the login details by e-mail.
14. The resident user transfers the €25 to the club account, mentioning "Last name, First name" and "Abo residents Junglinster".

BCEE : LU 43 0019 9100 3461 5000
BGL : LU11 0030 4422 8701 0000
15. Once the certificate of residence and the €25 fee have been received, the TCJ secretary adds a €250 credit to the resident's account. The normal rate is €25 for one hour. The 10 hours of reservations therefore correspond to a credit of €250.
16. Once the €250 credit has been used up, the resident user can make a second payment of €25 and inform the TCJ secretary, who will then add a second credit of €250. Once these two credits have been used up, resident users still have the option of making reservations as mentioned in point 4.



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Illustration of the online reservation system:

The screenshot shows the TCJ website's reservation system. At the top, there's a navigation bar with links: HOMEPAGE, BUCHUNG (highlighted with a dropdown arrow), AKTUELLES, PREISLISTE, and KONTAKT. A user profile box on the right shows 'Hallo, Clemens' with a balance of 140.00€ and links for 'Ihre Daten', 'Ihre Buchungen', and 'Ausloggen'. The main content area is for 'Halle 04. Dezember 2023'. It includes a calendar on the left for December 2023, with the 4th highlighted. Below the calendar are 'Erläuterungen zum Kalender' and a '00' button for 'Aktuelles Datum'. The central part shows a table of court reservations for four courts (COURT 1 to COURT 4) with time slots from 08:00 to 11:00. A text box explains that users can check the reservation status for the selected date and time.

Illustration for the generation of the residence certificate on my.guichet.lu

The screenshot shows the 'My data' section of the my.guichet.lu portal. The top navigation bar includes 'My procedure', 'My data' (highlighted with a red circle), and 'My messages' (with a '21' badge). The 'My data' section is titled 'Select an authentic source in the catalogue.' and explains that the data is for company-related public administrations. Below this, there are several categories of data sources: Taxation (Subscription to ACD documents), Employment (Salary and pension slips), Family (Family benefits, Parental leave), Citizenship (National Registry of Natural Persons, Residence certificate - highlighted with a red circle, Certificate of registration of a reference address, Extended residence certificate), Transport, Housing, Health/Social, and Leisure.