



Reservation of court 4 for residents of Junglinster

In order to simplify the reservation process for **court 4**, while maintaining the possibility for residents of the commune of Junglinster ("resident players") to use the communal infrastructure, the **Commune of Junglinster** and the **Tennis Club Junglinster (TCJ)** have agreed on the following reservation process.

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, 2023 to August 31, 2024. 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, 2024.
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. Resident players may only book on court 4 with the credit acquired as per points 2 and 3. Reservations may only be made a maximum of 5 days in advance and only one reservation at a time is possible..
5. 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).
6. 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..
7. The management of courts and reservations will be taken over by the TCJ. Portiers at the "Op Fréinen" hall are no longer involved (after all resident players have been redirected to the club).
8. TCJ members taking part in training lessons or having an abonnement who are also residents can also benefit from the super-reduced price. The €25 for 10 reservation units must still be paid in addition to the membership card to cover administration costs. The same booking restrictions apply, as outlined in points 4 and 6. (These members will receive a secondary booking account for the super reduced rate on top of their normal account.)

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9. 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..
10. Beyond the 20 hours at the resident rate (points 2 and 4 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..
11. We will regularly review this new process to incorporate feedback from the commune, resident players and other club members. The first review is scheduled for summer 2024..
12. 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:

13. 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)
14. The TCJ secretary creates an account on the reservation site for the resident user and sends him/her the login details by e-mail.
15. 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
16. 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.
17. 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 10.

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Illustration of the online reservation system:

The screenshot shows the website for Tennis Club Junglinster. The header includes the TCJ logo and navigation links: HOME PAGE, BUCHUNG (highlighted), AKTUELLES, PREISLISTE, and KONTAKT. A user profile dropdown is visible, showing the name 'Hallo, Clemens' and options for 'Ihr Guthaben: 140,00€', 'Ihre Daten', 'Ihre Buchungen', and 'Ausloggen'. The main content area is titled 'Halle 04. Dezember 2023' and features a calendar on the left showing the 4th of December as the selected date. Below the calendar is a table of court reservations for four courts (COURT 1 to COURT 4) across three time slots: 08:00-09:00, 09:00-10:00, and 10:00-11:00. The table shows that all courts are reserved for all three time slots on this date.

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 navigation bar includes 'My procedures', 'My data' (highlighted), and 'My messages' with a notification count of 21. The main content area is titled 'My data' and includes a section for selecting an authentic source in the catalogue. Below this, there are several categories of data services: Taxation (Subscription to ACD documents), Employment (Salary and pension slips), Family (Family benefits, Parental leave), Citizenship (National Registry of Natural Persons, Residence certificate, Certificate of registration of a reference address, Extended residence certificate), Transport, Housing, Health/Social, and Leisure. The 'Residence certificate' option under the Citizenship category is highlighted with a red circle.

