

COMMUNITY SERVICES DEPARTMENT

Athletic Field Reservation Form

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.324.2242



Organization Name:			Contact Name:		
Address:			City:	State:	Zip:
Home Phone:			Alternate Phone:		
E-mail Address:			Insurance Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Estimate Attendance:			Type of Use:		
Field Name & Area	Day	Date	Start Time	End Time	Total Hours
TOTAL HOURS					
HOURLY RENTAL RATE					\$
TOTAL RENTAL FEES					\$
DEPOSIT AMOUNT	\$	DEPOSIT DUE DATE		/	/
BALANCE AMOUNT	\$	BALANCE DUE DATE		/	/

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, field, equipment, or premises as a result of the occupancy of said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

Signature of Applicant

Approved by (Signature of Supervisor)

Date

Date

Payment Information

☐ Cash ☐ Check ☐ Visa ☐ Mastercard

Account # _____ Exp. _____ Account Holder Name _____

I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.

Authorized Signature: _____

Please make all checks payable to: City of Menlo Park. **Note: There is a \$30 charge for returned checks.**

Office Use Only:	Deposit:	R# _____	Date _____	Processed By _____
	Final Payment:	R# _____	Date _____	Processed By _____
<input type="checkbox"/> Valid User Group <input type="checkbox"/> Entered into Field Schedule <input type="checkbox"/> Insurance Provided <input type="checkbox"/> Application Complete				

Field Use Requirements

- ☐ Field Reservation Forms can be submitted twice a year. For field use between January 1 and June 30 field reservation forms must be turned in by 5pm December 1 to the Field Reservation Coordinator. For field use between July 1 and December 31, field reservation forms must be turned in by 5pm May 1. Field reservation forms turned in after these specified dates will be given space on a space available basis.
- ☐ Field User Groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- ☐ Each User Group is limited to conduct only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or off – season use, or any unauthorized use.
- ☐ An organization conducting an activity on City fields must provide adequate insurance to the Community Services Department prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.
- ☐ The Community Services Department reserves the right to close any field that is maintained by the City for safety reasons (example: rainouts, park improvements). In the event of closure, the Department will attempt to contact each field user and will post a notice on the Field Closure Hotline at (650) 330-2590.
- ☐ All city-scheduled field closures must be adhered to by all Field User Groups. Failure to do so may result in the loss of field use.
- ☐ Any coach or team that uses a closed field is subject to a one – year ban from using City facilities.
- ☐ All participants, coaches, and spectators must refrain from excess noise. No amplified sound is allowed without a special use permit.
- ☐ Participants should store all personal belongings properly. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- ☐ Participants may not enter the field prior to rental time and never without proper supervision or coaches or event coordinators being present.
- ☐ All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- ☐ When possible a 15 minute open time period will be used to allow one group to clear the field before another starts. Groups must vacate fields on time and not use this open period for game time.
- ☐ City staff must approve posting of signs or setting up billboards prior to posting. These items are not to be stored on City property or in public areas.
- ☐ No vehicles are allowed on grounds or surrounding grass areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas.
- ☐ Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- ☐ Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- ☐ All areas are to be left clean after any activity. Groups are required to remove all garbage from the premises.
- ☐ Pets are not allowed to be off leash on playing fields during scheduled activities.
- ☐ No eating, smoking, or alcohol on sports fields.
- ☐ The Community Services Department Staff will enforce the use of the fields and ensure that all Field User Groups adhere to the above requirements of the City of Menlo Park.