

# COMMUNITY SERVICES DEPARTMENT

## Athletic Field User Group Application

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.330.2242



Prior to making a Field Reservation, the following application must be filled out to become a valid Field User Group. The application must be submitted to the Parks & Recreation Commission for approval annually. The application is due three weeks prior to the November Parks & Recreation Commission meeting (generally the third Wednesday of the month) to the Community Services Department Sports Coordinator. The entire checklist needs to be completed before the application can be approved.

### Field User Group Application Checklist:

- \_\_\_\_\_ Written League Rules & Guidelines
- \_\_\_\_\_ Annual Schedule including games, practices, tournaments, etc.
- \_\_\_\_\_ List of Board Members with contact information
- \_\_\_\_\_ Annual Roster of league participants showing residency status and age groups
- \_\_\_\_\_ Description of Field User Group's activities and how the field(s) will be utilized
- \_\_\_\_\_ Proof of Non-profit 501c3 status (if applicable)
- \_\_\_\_\_ Valid Certificate of Insurance
- \_\_\_\_\_ Reviewed and agreed to all Athletic Field Policies
- \_\_\_\_\_ Presentation to the Parks & Recreation Commission (generally third Wednesday in November)

Name of Organization: \_\_\_\_\_

Field User Group Coordinator Name: \_\_\_\_\_  
(All correspondence with the City will take place through this person)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Email: \_\_\_\_\_

As a representative of the organization, I have reviewed and agree to follow all of the Sports Field Policies. I agree to communicate all of the policies to all the members of the organization.

\_\_\_\_\_  
Field User Group Coordinator  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Application Submittal Date \_\_\_\_\_

Staff Reviewed Date \_\_\_\_\_

P&R Commission Meeting \_\_\_\_\_

Approval Date \_\_\_\_\_