

RECREATION SCHOLARSHIP POLICY

City Council Policy #CC-24-027

Adopted July 9, 2024

Resolution No. 6920



Purpose

The recreation scholarship policy is intended to help reduce and eliminate barriers that can result from registration fees. Recreation scholarships provide discounted recreation fees to qualifying low- and moderate-income residents, subject to applicable rules and criteria. In providing this policy, the City of Menlo Park strives to provide parks, recreation programs and facilities that are:

- Responsive to changing community needs over time.
- Equitably distributed across all neighborhoods of Menlo Park.
- Accessible to all Menlo Park residents regardless of age, ability, background or income.

Eligibility

Participation in the recreation scholarship policy is application-based and must include documentation of residency within incorporated City of Menlo Park and income eligibility through enrollment in another income-based subsidy program. Examples of documents that may demonstrate income eligibility include:

- Household participation in subsidized utility programs (for example, PG&E CARE or Menlo Park Municipal Water's reduced rate program)
- Enrollment at Belle Haven Child Development Center (Menlo Park residents only).

The City of Menlo Park shall not retain eligibility documentation longer than is necessary to complete the application and shall not disclose eligibility documentation to any other party.

Scholarship awards

City of Menlo Park residents may qualify for recreation scholarship awards for discounted recreation fees of 50% off the resident fee. For recreation programs with resident fees that are significantly higher than the average resident fees for other City of Menlo Park recreation programs, as calculated by fees per hour of program time, scholarships may be up to 75% off the resident fee. Discount rates are set for each recreation program by City of Menlo Park staff in advance of each registration season within the parameters described in this policy.

Exclusions

The recreation scholarship policy does not apply to fees for:

- Childcare, including afterschool
- Facility, field, court and/or park rentals
- Senior center programs
- Attire, food and drink, and/or merchandise
- Advertising and/or permits.

Procedure

Applications for recreation scholarships must be submitted in writing to Library and Community Services staff for review. Applications shall be submitted on an application form provided by the Library and Community Services department, including but not limited to the following information:

- Name, residence address and other identifying information
- Documentation of enrollment in income-subsidy programs – see application for examples
- Waiver and release of liability

City of Menlo Park residents who meet the eligibility criteria may complete the application on the following page or online at menlopark.gov. Applications must be accompanied by proof of income eligibility as described above, and submitted to the City of Menlo Park by one of the following means:

- By US Mail to: Library and Community Services Department, 800 Alma St., Menlo Park, CA 94025
- By hand-delivery to one of the following locations in Menlo Park:
 - Arrillaga Family Recreation Center, 700 Alma St.
 - Arrillaga Family Gymnasium, 600 Alma St.

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<ul style="list-style-type: none">• Arrillaga Family Gymnastics Center, 501 Laurel St.• Belle Haven Community Campus, 100 Terminal Ave.• Main Library, 800 Alma St.• Online at menlopark.gov <p>Applications and eligibility documentation are reviewed by City staff within 10 business days. Additional information may be requested to help evaluate eligibility. Decisions about application eligibility may be appealed to the Library and Community Services Director, whose decision is final. Recreation scholarships are granted for 12 months, after which a new application may be submitted to request renewal.</p>		
Policy review		
This policy shall be reviewed by City Council in conjunction with annual master fee schedule amendments, or at least once every two years.		
Policy history		
Action	Date	Notes
Policy adoption	8/31/2021	City Council reviewed
Policy updated	3/27/2024	Parks and Recreation Commission recommended
Policy updated	6/26/2024	Parks and Recreation Commission recommended
Policy adoption	7/9/2024	Resolution No. 6920

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RECREATION SCHOLARSHIP APPLICATION

Library and Community Services

800 Alma St., Menlo Park, CA 94025

menlopark.gov



Resident information	
Name:	
Home address:	
Email:	Phone number:
Age: <input type="checkbox"/> 0-5 years <input type="checkbox"/> 6-11 years <input type="checkbox"/> 12-17 years <input type="checkbox"/> 18-28 years <input type="checkbox"/> 29-50 years <input type="checkbox"/> 51-65 years <input type="checkbox"/> 65+ years <input type="checkbox"/> I prefer not to answer	
Eligibility	
I am enclosing the following document(s) that demonstrate my current enrollment in another income-based subsidy program:	
<input type="checkbox"/> PG&E CARE program	<input type="checkbox"/> Belle Haven Child Development Center
<input type="checkbox"/> Menlo Park Municipal Water reduced rate program	<input type="checkbox"/> Medi-Cal / Medicaid
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> AT&T Lifeline / Comcast Essentials or similar
<input type="checkbox"/> Cal Water Customer Assistance Program (CAP)	<input type="checkbox"/> Other: _____
Waiver and release from liability/ assumption of risk	
I, the undersigned authorize the City of Menlo Park and its officers, agents, and employees to review this application and accompanying documentation.	
I, the undersigned understand that there are inherent risks in participating in the recreational activity, and that injuries may occur from time to time even when reasonable safety precautions are taken. Knowing these inherent risks, nevertheless, in consideration of my or my minor child's participation in the above referenced recreational activity, I as a participant or as legal guardian on behalf of my minor child, hereby assert that my or my minor child's participation in this event is voluntary and agree to assume those risks and release, indemnify and hold harmless the City of Menlo Park, its officers, agents, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to me or my minor child's person or property that may arise out of my or the minor child's participation in this activity, except where caused by the gross negligence of the City of Menlo Park. I understand that this waiver, release, and assumption of risk is binding on me, my minor child, and our heirs and assigns.	
I, the undersigned further expressly agree that the foregoing waiver, release, and indemnification is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion therefore is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. In the event that the individual participating in the activity is a minor, I certify that I am his/her parent or legal guardian and I give my permission for him/her to participate in the recreational activity program. I understand my signature is a legal and binding signature and will be considered original if received by fax.	
Signature	
Name (please print):	
Home address:	
Signature:	Date:
Name of minor child (if applicable):	