DESIGNATED FIELD USER GROUP APPLICATION

Library and Community Services
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220

CITY OF MENLO PARK

Purpose and instructions
Prior to making a field reservation, the following application must be filled out to become a Designated Field User Group. The application must be submitted to the Library and Community Services department for approval during designated application periods. Interested parties must submit this application to be considered. All fields of the application must be completed. Incomplete applications will not be accepted.
Application checklist
All the following materials must be attached to this application: ❒ 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
Contact information
Name of organization:
Organization primary contact person name:
Mailing address:

Primary phone:	Alternative phone:

Email address:
Acknowledgement
I, the undersigned acknowledge that I have read, accept, and understand the information and conditions that involve me or my group renting athletic facilities from the City of Menlo Park. As a representative of the organization, I understand that I am responsible for my organization paying all applicable fees. I agree to communicate all applicable City of Menlo Park rules, guidelines, and policies to all members of my organization. I understand and attest that all participants and spectators shall follow the City of Menlo Park Athletic Field Use Policy.

Signature:	**Date:**

Department use only
Reviewed by:

Approval status:	Date: