



# COMMUNITY SERVICES DEPARTMENT

## Field Rental Contract

701 Laurel Street

Menlo Park, CA 94025

(650) 330-2220 Fax:(650) 327-7046

Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Contact: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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

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

City, ST Zip: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

Field	Day/Date	Start Time	End Time	Total Hours

Estimated Attendance: \_\_\_\_\_

Security Deposit - \$250 (if applicable): \_\_\_\_\_

**A certificate of liability is required for all rentals. No exceptions will be allowed.**

Submittal of the full payment of all rental fees, the certificate of liability and a completed and signed application is required prior to a rental being approved. Approval is dependent upon the intended use, availability and the applicant's agreement to adhere to the field rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved.

I hereby certify that I shall be personally responsible on behalf of myself/organization for any damage sustained to the field, equipment or premises as a result of the occupancy of said premises by myself/organization. I agree to abide by and to enforce rules, regulations, and policies of the Menlo Park Community Services Department affecting the use of the recreation fields.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Total hours of use: \_\_\_\_\_ Field rental fee (per hour): \_\_\_\_\_ Total Due: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Residency Verified: \_\_\_\_\_

Reservation entered into schedule (date): \_\_\_\_\_ Processed By: \_\_\_\_\_