Field Reservation Request

For field reservation requests outside the regular allocation period.
Email: athletics@cityofsanmateo.org.
Field use requests must be received at least 15 business days before the requested date. All payments and/or insurance must be received and approved at least 10 business days before the requested date.

For staff use only

Date Received	
Date Processed	
Approved	
Notes	

APPLICANT INFORMATION

First Name(s) _____ Last Name(s) _____

Date of Birth _____ Email Address _____

Address _____ City _____ State _____ ZIP Code _____

Home Phone _____ Cell Phone _____

ORGANIZATION/GROUP INFORMATION – Complete this section if you are reserving on behalf of an organization or group.

Organization/Group Name _____

Address _____ City _____ State _____ ZIP Code _____

Business Phone _____ Fax _____

Organization Type _____ *If you are a nonprofit organization, proof of 501(c) status is required.* IRS EIN _____

Are you authorized to represent this organization? Yes ☐ No ☐ Your title/position: _____

RESERVATION INFORMATION

Requested field _____ Is this event open to the public? Yes ☐ No ☐

Type of activity/sport _____ Will wine, beer, or liquor be served? Yes ☐ No ☐ Will wine, beer, or liquor be served? Yes ☐ No ☐

Estimated attendance _____ Adults _____ Minors under 18 _____ Will there be a fee for admission, Yes ☐ ☐ Will donations be requested? Yes ☐ No ☐

Field/Court	Start Date and End Date	Day of the Week	Arrival Time/Setup Time	Time Activity Start	Activity End Time	Cleanup Time/Exit

Special Requests: _____

Event Notes: _____

FOR bocce court rentals ONLY:

Number of Courts: _____ Do you need to reserve bocce equipment? Yes ☐ No ☐ How many sets of balls do you need? _____

UNSECURED SOCCER GOAL FEE

An additional fee may be charged for leaving soccer goals unsecured in their designated locations after use. All goals must be locked face-to-face. Minors are not permitted to move, lock, or unlock soccer goals.

My signature affirms all the above information is accurate and complete. I agree to abide by all Conditions of Use contained in the permit, including the Parks & Recreation department Permit Terms & Conditions and any supplemental policies and requirements specific to the facility permitted, and understand I will be responsible for all costs the City may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, the City of San Mateo; its elective and appointed boards, commissions; officers; agents; volunteers; and employees for any injury of loss incurred by those using the facilities requested.

Signature _____ Name _____ Date _____