



**City of
Santa Clara**
The Center of What's Possible

Parks & Recreation Department
Reed and Grant Sports Park
750 Reed Street, Santa Clara, CA 95050
PHONE: 408-615-2265
Email: mcruz@santaclaraca.gov
Updated 7/26/2022

Facility Use Request- Athletic Fields

To request use of athletic fields, please do the following:

1. Review the City of Santa Clara Athletic Facilities Information for conditions of use, user types and available facilities (santaclaraca.gov/facilityrental).
2. Review the Facility Rate Sheet for use fees (santaclaraca.gov/facilityrental).
3. Complete this form.
4. Submit form and any additional information required (501C3 status, separate request sheet, insurance, etc.) to mcruz@santaclaraca.gov.

Requests must be submitted 14 business days prior to use date. Please allow 7 business days to process. Use permit is valid once signed by applicant and City representative and payment in full has been received.

CONTACT INFORMATION

“Contact” will assume responsibility for entirety of use, if approved.

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Residence Address: _____

City: _____ **State:** _____ **Zip Code:** _____

USER TYPE

Family Event- Not associated with a company or organization

Commercial Event- Company Name: _____

Non-Profit Event- Organization Name: _____

501c 3 Number: _____

EVENT TYPE

..... Adult Sports (practice/game)

..... Youth Sports (practice/game)

..... Tournament

..... Special Event/Other (explain): _____

Sport to be played (ex. Soccer, Baseball, etc.) _____

Requested dates and times (Up to five fields per application. Attach separate sheet if needed to outline requests; no permits will be issued for City and National Holidays):

Park Site Requested: _____

Area/Field Requested: _____

Alternative Locations (In order of preference):

1. _____

2. _____

3. _____

Anticipated Attendance Total per Booking: _____

Please check all items that apply to your rental:

I would like to request staff to be present (additional fees apply). If so, how many _____ (staffing may be required based on timing and scope of your use, at the discretion of City staff)

I am requesting staff to line and/or prepare the field or make any modifications. (additional fees apply)

I am planning to put up temporary structures. (Pop-up shade, tents, fences, tables, etc.) If yes, indicate below with space provided.

I will be having amplified sound (additional fees apply)?

I will be using sport specific equipment? If yes, indicate below with space provided:

Insurance Requirements

- All organizations must provide a certificate of insurance at the time of application for a use permit.
- **Certificate must be in the amount of one million dollars (General liability).**
- Certificate must name the City of Santa Clara as additional insured. Additional insured must be named in the following manner: **"City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional Insureds in respect to liability arising out of any use of City or District facilities."**
- Expired or lapsed insurance will result in cancellation of a permit.

For office use only

Date/Time Received _____

Residency Checked: Yes / No

501C3 Checked: Yes / No

Permit # _____

Signature Due Date & Time _____

Signed Permit Received? Yes / No _____

Sent to Manager for Approval? Yes / No

Date Approved _____

Date Sent to Applicant _____

Deposit Refund _____