



RECREATION DEPARTMENT
7007 MOESER LANE
EL CERRITO, CA 94530
(510) 559-7000 Fax (510) 528-9413

FIELD RENTAL APPLICATION

APPLICANT NAME

APPOINTED REPRESENTATIVE

RENTAL DATE(S)

ORGANIZATION NAME

FIELD REQUESTED

STREET ADDRESS

TIME
FROM _____ TO _____
(TIME INCLUDES PREPARATIONS AND CLEAN-UP)

CITY ZIP

APPLICANT WORK/CELL #

APPLICANT HOME#

APPOINTED REP. WORK/CELL #

APPOINTED REP. HOME#

DRIVER'S LICENSE #

OF PERSONS EXPECTED

TYPE OF ACTIVITY

Applicant should pick up restroom key at Community Center 3 days prior to rental date (DEPOSIT REQ'D).

OFFICE USE ONLY

DEPOSIT REC'D _____ CHECK # _____
DATE _____ STAFF INITIALS _____
RECORDED IN BOOK? YES NO

TOTAL AMOUNT DUE \$ _____
AMOUNT PAID \$ _____ DATE _____
DATE CONFIRMATION SENT _____

APPLICATION APPROVED? YES NO

RENTAL COORDINATOR'S SIGNATURE

SUPERVISOR/DIRECTOR SIGNATURE

The holder of this permit has exclusive use of the field for the date and time listed above.

Special Permit Notes: _____



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RENTAL AGREEMENT

1. Applicant understands that this is an application only. Your application will be reviewed and confirmed or denied within ten working days based on the information provided on the reverse side of this document. **Do NOT announce the date and the field until it is confirmed.**
2. Applicant understands that if their application is approved, they will be responsible for paying Recreation Field Fees in accordance with the City of El Cerrito Master Fee Schedule prior to the first day of field use.
3. If the applicant wishes to cancel or change a reservation date, a written request must be made and submitted to the Field Coordinator or Recreation Office. A transfer or cancellation fee may be applied in accordance with the Master Fee Schedule.
4. Applicant understands that 15 minutes at the end of the event must be reserved to allow for removal of all personal items and to clean the area. If the program or clean-up exceeds the stated time, or if set-up begins before the stated hour, the hourly rate may be doubled for the unauthorized time.
5. Applicant understands that the costs for replacement or repairs of damaged City property shall be the responsibility of the applicant, other than normal wear and tear items.
6. Applicant understands that they or the appointed representative listed on front of application must be responsible for all communication and cancellation of field use.
7. Applicant understands that they may not confer any of its rights, duties, or privileges under this agreement on any third party.
8. Applicant understands that alcohol is not allowed on any City of El Cerrito facility or field.

My signature certifies that I have read the rules and regulations as set forth by the City of El Cerrito Recreation Department governing the use of the facility, that I will take full responsibility for ensuring that the use of this facility and areas by the organization/party I represent is in full adherence and compliance with these rules and regulations; that I hold the City of El Cerrito harmless from any damage, claim for damage for personal injury or death, damage or loss of property, claim for damage to or loss of property incurred in the use of this facility. I will accept full responsibility for them throughout the period specified in the Facility Rental Application. I further understand that as the applicant I assume full responsibility for any penalty fees assessed by the City of El Cerrito for any violations of these rules and regulations governing the use of the above requested facility. I am also aware that by signing this contract, I take full responsibility for the behavior exhibited by my guests during my rental. I also understand and agree that any violation or falsifying of the above information may result in my event being shut down.

Applicant Signature

Date