



# SPORTS FIELD/ TENNIS COURT RESERVATION REQUEST

Community and Cultural Center 17000 Monterey Rd., Morgan Hill, CA 95037  
P:408.782.0008 F:408.779.5450 [www.mhrecreation.com](http://www.mhrecreation.com)

## New User or Authorized Agent Contact Information

Organization: \_\_\_\_\_ Authorized Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home/Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## Select a Facility

Community Park – Baseball Field(s)     A ( L\*)     B     C ( L\*)     D    L\* = Lights Available  
 Galvan Park     Baseball Field ( L\*)     Soccer Field  
 Paradise Park     Baseball Field     Multi-Use Field  
 Tennis Courts     1     2     3     4     5     6     7     8  
Type of Event:     Game/Match     Practice/Lesson     Tournament     Other: \_\_\_\_\_

## Date and Time

Date(s): \_\_\_\_\_  
Start Time (including set-up): \_\_\_\_\_ Lights: From: \_\_\_\_\_ To: \_\_\_\_\_  
End Time (including tear-down): \_\_\_\_\_ -or-  Attach Schedule

## Special Event Permit and/or Insurance Requirements

A Special Event Permit and/or additional insurance may be required if you are planning an event with ANY of the following:

Yes  No **Entertainment**     Yes  No **Charging Entry Fee**     Yes  No **More than 50 people**  
 Yes  No **Amplified Sound**     Yes  No **Selling Food**

To apply for a Special Event Permit or to get insurance information, please contact Jose Garcia at 408.310.4282 or [jose.garcia@morganhill.ca.gov](mailto:jose.garcia@morganhill.ca.gov). Special Event Permit Applications must be submitted at least 60 days prior to requested use.

## Initials required (Initial all items that apply)

\_\_\_\_\_ My event will not include any of the activities listed above.  
\_\_\_\_\_ I would like to apply for a Special Event Permit     \$275 (50-499 people)     \$777 (500+ people)  
\_\_\_\_\_ I will provide the appropriate insurance if I have more than 6 reservations per calendar year.  
\_\_\_\_\_ I have less than 6 reservations per calendar year and do not need insurance.

## Hold Harmless Agreement (Signature Required)

I understand that I and my group or organization will be responsible for any damage or abuse of City buildings, grounds or equipment growing out of the occupancy or use of said premises or equipment by our reservation. We agree to abide by all rules and regulations governing the use of buildings, grounds and equipment and hold the City of Morgan Hill and their employees free and harmless from any loss, claims or liability or damage, and/or injuries to persons and property that in any way may be caused by applicants' use or occupancy of said facilities and hold harmless from all claims resulting from this use. The applicant understands the City of Morgan Hill, its officers, and employees are not responsible for any injuries or losses caused to anyone participating in any way in this activity.

I, the undersigned, have read and understand the rules and regulations for facility/park use.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



CITY OF MORGAN HILL  
COMMUNITY SERVICES DEPARTMENT  
SPORT FACILITIES AND PARK RESERVATION INSURANCE REQUIREMENTS

The required coverage is listed below and can be obtained by purchasing special event coverage from your insurance carrier or the City. Please have your insurance carrier review this document carefully so that you will be properly insured. Any questions can be directed to the City Risk Manager, Shadia Hrichi 408.310.4695.

Any organizations/individuals who rent sports fields six or more dates per calendar year are required to provide City approved insurance.

**INSURANCE REQUIREMENTS & LIQUOR LIABILITY**

**Commencement of Use of Facilities.** *TENANT shall not use CITY facilities under this Agreement until it has obtained CITY approved insurance.* All insurance required by this Agreement shall be carried only by responsible insurance companies licensed to do business in California. **Host liquor liability is required to be stated within the insurance policy if alcohol will be served or sold.**

**INSURANCE:**

**A minimum of One Million Dollars (\$1,000,000) in comprehensive broad form, general public liability insurance will be required to provide coverage against claims and liabilities for personal injury, death or property damage.**

Insurance must be obtained only through insurers with a Bests' rating of no less than A- for quality of management and VII in regards to the policyholders' surplus held by the company.

**A certificate of Liability\* must accompany the certificate of insurance (NOT JUST INCLUDED ON THE INSURANCE CERTIFICATE), be completed by an authorized agent of the company (with their name, title and phone number) and contain the following endorsements:**

- A. The City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additionally insured,**
- B. The insurer waives the right of subrogation (the right of recovery against others) against the City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and**
- C. The coverage be primary in nature and any other insurance carried by the City shall be excess over such insurance.**

To:  
Community Services Department  
City of Morgan Hill  
17575 Peak Ave.  
Morgan Hill CA 95037  
408.310.4250  
408.778.8286 fax

**Insurance certificates are due no later than 30 days prior to the event.**