



# SPORTS FIELD/ TENNIS COURT RESERVATION FORM

Centennial Recreation Center 171 W. Edmundson., Morgan Hill, CA 95037  
408.782.2128 408.778.8286 FAX [www.mhrecreation.com](http://www.mhrecreation.com)

## Contact Information

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

## Select a Facility

- Community Park Baseball Field    \_\_\_ A    \_\_\_ B    \_\_\_ C    \_\_\_ D
- Paradise Park    \_\_\_ Baseball Field    \_\_\_ Multi-Use Field
- Galvan Park    \_\_\_ Baseball Field    \_\_\_ Soccer Field
- Tennis Courts    \_\_\_ 1    \_\_\_ 2    \_\_\_ 3    \_\_\_ 4    \_\_\_ 5    \_\_\_ 6    \_\_\_ 7    \_\_\_ 8
- Game/Match    \_\_\_\_\_ Practice/Lesson \_\_\_\_\_ Tournament \_\_\_\_\_

## Select a Date and Time

Date \_\_\_\_\_  
Start Time (including set-up) \_\_\_\_\_  
End Time (including tear-down) \_\_\_\_\_ -or- Attach Schedule

## Special Event Permit and/or Insurance Requirements (Initials Required)

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

- Yes  No **Jump house**                       Yes  No **Entertainment**                       Yes  No **Charging entry fee**
- Yes  No **Selling food**                       Yes  No **Amplified music**                       Yes  No **Serving alcohol**
- Yes  No **More than 50 people attending**

To apply for a Special Event Permit or to get insurance information, please contact Caitlin Kozacek at 408.310.4250 or [caitlin.kozacek@morganhill.ca.gov](mailto:caitlin.kozacek@morganhill.ca.gov). Special Event Permit Applications must be submitted at least 60 days prior to requested use.

## Initials required

\_\_\_\_\_ My event will not include any of the activities listed above.  
\_\_\_\_\_ I would like to apply for a Special Event Permit     \$224 (50-499 people)     \$634 (500+ people)  
\_\_\_\_\_ I will provide the appropriate insurance for my event.

## 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: \_\_\_\_\_

Total Paid \$ \_\_\_\_\_     Cash     Check # \_\_\_\_\_     Credit Card  
Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date: \_\_\_\_\_ / \_\_\_\_\_    3 Digit Security Code \_\_\_\_\_  
Name: \_\_\_\_\_