



This application is requested in accordance with policies established by the City Council of the City of San Rafael.  
Failure to comply with policies may cause reason to revoke an agreement.

**PLEASE REVIEW ALL RULES AND REGULATIONS ATTACHED PRIOR TO SUBMITTING THIS APPLICATION.**

\_\_\_\_\_  
Name of Applicant Name of Organization (If applicable)

\_\_\_\_\_  
Mailing Address: Street City Zip Code

\_\_\_\_\_  
Email Cell # Other Phone #

\_\_\_\_\_  
Contact Person at Event Cell # Other Phone #

Type of Activity: \_\_\_\_\_ # of participants \_\_\_\_\_ # of spectators \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Day(s) of Week (please circle): Mon Tues Wed Thurs Fri Sat Sun  
(If you are requesting field use on multiple dates, please attach a list of additional dates.)

Area(s) of Use: ( ) Softball Diamond Hours from: \_\_\_\_\_ to \_\_\_\_\_  
 ( ) Baseball Diamond Hours from: \_\_\_\_\_ to \_\_\_\_\_  
 ( ) Lights Hours from: \_\_\_\_\_ to \_\_\_\_\_  
 ( ) Game Prep\* \*Field Prep will be done by City staff during their scheduled work hours.

Please answer the following questions (yes or no):

Is your organization a registered non-profit? \_\_\_\_\_ Please provide Non-Profit ID # \_\_\_\_\_  
 Is the event a fundraiser? \_\_\_\_\_ Will you be using amplified music/sound? \_\_\_\_\_  
 Is the event open to the public? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_  
 Will food be served? \_\_\_\_\_ Will food be sold? \_\_\_\_\_

**HOLD HARMLESS/MANDATORY ARBITRATION AGREEMENT**

As an applicant for use of City of San Rafael areas or facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by use or occupancy of an area or facility of the City of San Rafael. I hereby agree to indemnify and hold harmless the City of San Rafael and its officers and employees and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program/activity named above.

MANDATORY ARBITRATION OF CLAIMS AGAINST CITY. It is hereby expressly understood that any claim asserted against the City by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of City property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings.

I have read both pages of the Albert Park Field rental application and agree to abide by the Policy as stated.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expires: \_\_\_\_\_ State: \_\_\_\_\_

## GENERAL POLICY

All City Parks operate under the jurisdiction of the City of San Rafael and are intended primarily for recreational, cultural and educational programs. Any individual or group, organized or unorganized, are required to have a permit to use the Albert Park Baseball/Softball fields.

## APPLICATION PROCEDURES

1. Applications for rental will be accepted up to 6 months in advance.
2. Applications must be accompanied by the \$100 security deposit and verification of residency.
3. To qualify for resident fees, applicants must have a San Rafael mailing address and be able to provide proof of address. For organizations or groups, San Rafael residency is established by having a San Rafael address as well as proof that 50% of their members live within San Rafael City limits.
4. All events for business or commercial use (for profit or gain) will be charged the Commercial/Non-Resident rate.
5. Non-Profit organizations must provide their Tax ID number on the application in order to qualify for one of the two non-profit categories above.
6. General Liability insurance is required. The user, at their sole cost and expense, shall maintain liability and property damage insurance with a single combined limit of \$1 million dollars and property damage limits of not less than \$1 million dollars. Certificate must include endorsements naming City of San Rafael as additional insured. Insurance forms are due 10 business days prior to the first event booked.
7. Rental contracts are non-transferable.
8. The applicant whose signature appears on the rental application or their designated contact person should arrive at the starting time designated and should plan to be present until the end of the event.
9. Reservations for use of the fields by youth groups must be accompanied by an adult sponsor. Activity must be supervised by an adult in attendance during the entire event.

## ADDITIONAL FEES/REQUIREMENTS/CONSIDERATIONS

1. Albert Park Fields are rented for a minimum of 2 hours per use.
2. Premises should be left in the same condition as before the event started. User groups must clean up the facility after each use including; dugouts, grandstand, surrounding area and parking lot. If additional clean-up is required, the user will be charged for all related fees.
3. Renters are responsible for picking up and removal of all trash from the facility. Garbage cans, recycling bins and compost receptacles are located on both the 1<sup>st</sup> and 3<sup>rd</sup> base sides of the baseball stadium and near the bleachers near the softball field.
4. Please call our office at (415) 485-3333 to arrange pick up of facility keys. Renters are required to follow facility opening and closing procedures. A copy of those procedures will be provided to you with the facility keys. Facility keys should be returned to our office within 5 days of the field use.
5. Field lights must be turned off no later than 11:00pm.
6. Amplified sound, musical instruments and the Public Address System must be turned off no later than 10:00pm.
7. The rental fee and deposit are refundable if the event is cancelled due to inclement weather or emergencies that render the park unusable.
8. If the renter cancels the event less than 10 business days before the event date, the City will retain the full \$100 deposit.
9. Deposits will be returned after the event if the premises are left in appropriate condition. Deposit may take up to 6 weeks to be returned to renters.
10. Reservations may be revoked at any time when the use of the building or facilities may interfere with department program activities or where there has been a violation of approved regulations.

## ALBERT PARK FIELD RENTAL FEES

Field/Use	Non-Profit Organizations (Tax ID # Required) Proof of IRS 501 (c) 3	Private Use & Non- Profit Fundraising Events	Commercial Use Non-Resident
Baseball/Softball Field Practice/Games	\$42 per hour	\$53 per hour	\$84 per hour
Extra Fee: Lights	\$42 per hour	\$42 per hour	\$42 per hour