



# Town of Tiburon

## Field Use Permit Application & Reservation Request for McKegney Green

### USE/EVENT INFORMATION

*If you are requesting reservations for more than three (3) dates or times, please provide on separate sheet(s) and attach.*

Requested Date(s):	Requested Hour(s): AM/PM to AM/PM
Type of Use or Event:	Estimated Attendance:

### APPLICANT INFORMATION

Name:	E-mail:
Address:	City/State/Zip:
Primary Phone #:	Secondary Phone #:
Role/Position in Organization:	

### ORGANIZATION INFORMATION

Name of Organization:	
Primary Contact:	Contact Title:
E-mail:	Primary Phone #:
Organization Address:	City/State/Zip:
Organization Non-Profit Tax ID #: (attach letter of non-profit tax status)	

### USE/EVENT PLAN INFORMATION

*Describe the following. Use reverse side or provide separate sheets as necessary. Additional information may be required.*

Parking and Traffic Control:
Field Preparation/Field Lining:
Clean-up & Recycling:
First Aid:
Water & Sanitary Needs:
Accessibility (Disabled Persons) Provisions:

<b>OFFICE USE ONLY</b>	<b>Date Complete:</b>	<b>Approved: _____</b>	<b>Denied: _____</b>	<b>By:</b>	<b>Date:</b>
Date Received:	By:	Application No.: FUP #		Date Routed:	
Processing Fee: \$	Receipt No.:	Deposit Received: \$	Date:	Check No.:	
Deposit Amount Returned: \$		Deposit Returned on:			
Use Fee: \$	Hourly Rate: \$	Use Fee Received on:	Check No.:		
Incompleteness/Other Notes:					



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ADDITIONAL INFORMATION SHEET FOR  
USE/EVENT PLAN

Parking & Traffic Control:

Field Preparation/Field Lining:

Clean-up & Recycling:

First Aid:

Water and Sanitary Needs:

Accessibility Provisions for Disabled Persons:



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### APPLICATION PROCESS FOR FIELD USE PERMIT / RESERVATION REQUEST

1. Applications must be on a form provided by the Town of Tiburon and submitted in person to the Public Works Department at Town Hall during business hours. No applications will be accepted by mail, phone, fax, or e-mail.
2. Fees: \$35/hour for recurring users; \$40/hour for non-recurring users.
3. Applicant must be 21 years of age or older.
4. Field Use Permit applications for “recurring” users (more than 3 times/events requested for the year) are accepted starting November 1 for the following year’s season (approximately March 1 through November 30). Please refer to the McKegney Green Field Use Policy for details. Applications for “non-recurring” reservation requests must be made not fewer than ten (10) calendar days prior to the desired date(s); a longer lead time of at least 30 days is strongly recommended. A \$100 deposit is required at the time of application to secure reservation for “non-recurring” users. Note: McKegney Green is not available for reserved use from approximately December 1 to February 28 annually.
5. Only the individual listed on the original application is authorized to request changes.
6. Eligibility and reservations are based on the following criteria and ranked priority system:
  - Priority 1: Town sponsored or co-sponsored events.
  - Priority 2: Non-profit youth sports organizations with more than 75% 94920 Zip Code participant residency on the field; Belvedere-Tiburon Recreation (The Ranch) programs.
  - Priority 3: Peninsula school-related events.
  - Priority 4: Non-profit youth sports organizations with 50% - 75% 94920 Zip Code participant residency on the field.
7. Private events, commercial, for-profit and/or enterprise uses, commercial vendors, adult sports team use, and simultaneous non-compatible mixed sports are not allowed. Applications will not be accepted for these uses.
8. Please refer to McKegney Green Field Use Policy for specific rules and regulations.
9. Letter evidencing non-profit status of user’s organization is required with the application.
10. Permit approval contingent upon general liability insurance certificate as set forth below.

### INSURANCE AND LIABILITY REQUIREMENTS

As a pre-condition of Field Use Permit issuance, the applicant shall provide to the satisfaction of the Town Attorney the following:

1. Evidence of general liability insurance in the amount of \$1,000,000 per claim and \$2,250,000 aggregate.
2. Endorsements to that policy naming the Town and its officials, employees, and agents as an additional insured, with primary and non-contributory coverage.
3. In addition, the policy shall contain a guarantee of at least thirty (30) days prior notice of a change to or cancellation of the policy.



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### REFUND POLICY

**Non-recurring users:** For permitted events cancelled by the permit-holder twenty-one (21) calendar days or more in advance, a one hundred percent (100%) refund will be issued. For permitted events cancelled by the permit holder less than twenty-one (21) calendar days in advance, no refund will be issued. Cancellations must be made in writing and submitted to and timely received by the Public Works Department in order to be entitled to receive a refund. If there is rain on the date of a non-recurring use reservation such that the event cannot be held, another date will be made available or a full refund for the rained-out date will be provided.

**Recurring users:** Recurring users are not entitled to rescheduling privileges or refunds for cancelled events, rain-outs, or reserved use times that were not used. Consideration may be given by the Superintendent of Public Works for unusually lengthy periods of rain delay or other factors beyond the control of the recurring user that result in the inability to use the field during otherwise reserved times for that recurring user.

### AGREEMENT

**By signing, you are agreeing to the statement below as well as the policies, procedures, rules and regulations that govern the use of McKegney Green.**

I, the undersigned, on behalf of myself or the designated organization, do hereby acknowledge the following:

1. I have reviewed the reservation procedures and regulations for McKegney Green use and will abide by those rules and regulations before, during, and after the use or event for which I am applying.
2. I know that accidents and injuries can arise from the use or event, as can property damage. I hereby assume those risks and agree to release and to hold harmless the Town of Tiburon and all of its employees, officials and contractors (collectively, "the Town of Tiburon") who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns.
3. I hereby release the Town of Tiburon and waive all claims against them for personal or property damage, including such damage incurred as a result of the negligence of the Town of Tiburon. I understand and agree that this waiver, release and assumption of risk are to be binding on my heirs and assigns.
4. I understand that the use or event may give rise to claims of personal injury and/or property damage from third parties. I hereby agree to indemnify, defend and hold the Town of Tiburon harmless from any claim liabilities, losses or expenses that may arise from the use or event or other activities relating to the use or event. I understand that this means I will be responsible for costs of defending against such a claim even if the claim is without merit.



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5. I understand that McKegney Green may not be used pursuant to this application until the Town Attorney has approved the required evidence of insurance, and that the Town disclaims responsibility for any accident, injury, liability loss or damage to persons or property as a result of unauthorized use of McKegney Green.

I have read the attached rules and regulations and this agreement clause carefully and agree to them as written.

Signature of Applicant \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

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SPACE BELOW FOR TOWN USE ONLY