



SAN BRUNO COMMUNITY SERVICES

UNIVERSAL RENTAL APPLICATION

APPLICATION MUST BE RECEIVED 45 DAYS BEFORE THE EVENT

| APPLICANT CONTACT INFORMATION | | | | | |
|--|--|-----|---------------------------------|--|---|
| APPLICATION ON BEHALF OF: | NAME OF GROUP, INDIVIDUAL, ORGANIZATION, OR BUSINESS | | | | |
| MAILING ADDRESS: | | | | | |
| PHYSICAL ADDRESS: | | | | | |
| PROVIDE INFORMATION FOR EVENT CONTACTS | PRIMARY CONTACT PERSON | | ALTERNATE CONTACT PERSON | | |
| FIRST NAME | | | | | |
| LAST NAME | | | | | |
| DATE OF BIRTH | | | | | |
| PRIMARY PHONE NO. | | | | | |
| EMAIL ADDRESS | | | | | |
| PLEASE ANSWER THE FOLLOWING QUESTIONS | | | | | |
| Will alcohol be served? | <input type="checkbox"/> | YES | <input type="checkbox"/> | No | Are you using a caterer? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide: Name: _____ Phone Number: _____ |
| Will alcohol be sold? | <input type="checkbox"/> | YES | <input type="checkbox"/> | No | |
| <i>If yes, an ABC License is required and due 2 weeks prior to event</i> | | | | | |
| Will food be served? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Are you using additional caterer? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide: Name: _____ Phone Number: _____ |
| Will food be sold? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | |
| Will there be an admission fee? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | |
| Will there be amplified sound? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | |
| <i>If Yes, what type of amplified sound:</i> | | | | | |
| RENTAL INFORMATION (Rental Hours Include Set-Up & Clean Up) | | | | | |
| Rental Date | | | | Are you requesting a non-profit discount? YES NO | |
| Rental Day | | | | Non-Profit Organization Name: Non-Profit Tax ID No: | |
| Rental Hours Include Setup & Clean Up | | | | | |
| SETUP START | AM PM | TO | AM PM | Please describe the type of activity or event | |
| EVENT START <small>(Guests Arrive)</small> | AM PM | TO | AM PM | | |
| CLEAN-UP | AM PM | TO | AM PM | | |
| Estimated No Attendance: | | | | | |
| Adults: _____ Minors: _____ | | | | | |



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| SAN BRUNO RECREATION AND AQUATIC CENTER | | | | | | | | | | |
|--|--|---|--|---|-------------------------|-----------------------------|--|---------------------------|-------------------|-------------------------------------|
| 251 CITY PARK WAY SAN BRUNO CA 94066 | | | | | | | | | | |
| COMMUNITY ROOMS | CLASS[ROOMS] | FITNESS AND GYMNASIUM | POOL AREAS | EQUIPMENT USAGE FEES | | | | | | |
| Full Community Hall (A&B) Community Hall A Community Hall B Kitchen | Classroom 1 Classroom 2 Small Classroom RAC Conference Room | Full Gym Half Gym (Side 1) Half Gym (Side 2) Group Exercise Room | Indoor Pool Outdoor Pool Outdoor Wading Pool Party Room 2 | Lectern Projector and Screen Microphone | | | | | | |
| OTHER FACILITY LOCATIONS | | | | | | | | | | |
| SAN BRUNO LIBRARY | SAN BRUNO SENIOR CENTER | | | | PORTOLA PERFORMING ARTS | | | LARA FIELD | | |
| 701 ANGUS AVENUE | 1555 CRYSTAL SPRINGS ROAD | | | | 300 AMADOR DRIVE | | | 1150 CRYSTAL SPRINGS ROAD | | |
| Community Room | Assembly Room Craft Room | Conference Room Kitchen Room <i>(Stove, Oven, Refrigerator)</i> | Meeting Room | | | Concession Stand | | | | |
| OUTDOOR LOCATIONS | | | | | | | | | | |
| PICNIC AREA REQUESTED | | | | | | FIELD REQUESTED | | | | |
| GRUNDY PARK <small>At Park Avenue</small> | COMMODORE PARK <small>At Cherry Avenue</small> | SAN BRUNO CITY PARK <small>At Crystal Springs/Oak Avenue</small> | | | | COMMODORE PARK | LIONS FIELD | MONTE VERDE | PACIFIC HEIGHTS | SAN BRUNO CITY PARK |
| AREA 1 | AREA 1 AREA 2 AREA 3 | AREA 1 AREA 2 AREA 4 | AREA 6 AREA 7 AREA 8 | AREA 9 AREA 10 AREA 11 | AREA 12 AREA 14 | Greenberg Baseball Field | Synthetic Turf Sport Field Batting Cages | Sports Field | Baseball Field | Diamond 1 Diamond 2 Diamond 3 |

| HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR CITY OWNED FACILITIES | | INITIAL |
|--|------------------------------|---------|
| <p>In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify, and hold harmless the City of San Bruno, City Council, Boards and Commissions, Officers, Agents, and Employees against any and all claims, demands, damages, costs, and expenses, including attorney's fees, actions or liability whatsoever directly or indirectly arising out or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.</p> | | |
| <p>Applicant certifies that applicant is authorized to act on behalf of and bind applicant's organization to the terms of this indemnification and hold harmless agreement. <i>I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases including COVID-19, illnesses, viruses, and/or property damage.</i></p> | | |
| <p>Applicant further certifies that applicant shall accept responsibility on behalf of applicant and/or applicant's organization for any damage or theft sustained by the City (premises, furniture, or equipment) because of the occupancy and use of said premises by applicant or applicant's organization</p> | | |
| <p>Applicants have read the Rental Policy on pages 3-10 and agrees to abide by these policies and procedures. Applicants agree to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule. Applicant understands that these fees are generally adjusted annually and are not guaranteed.</p> | | |
| Date _____ | Signature Primary Contact | |

| OFFICE USE ONLY | | | | |
|--|---------|--------------|--|--|
| Date Received: | | Received By: | | |
| Approved: | Denied: | Date: | Staff Signature: | |
| Payment Method: | | Permit#: | Rental Completion and Deposit Refund Date: | |
| FOR POLICE DEPARTMENT USE ONLY : Security Recommended: Yes No Number of Security Guards: | | | | |