



Millbrae Recreation

623 Magnolia Avenue, Millbrae CA 94030
650.259.2365

ATHLETIC FIELD USER REQUIREMENT CHECKLIST

ORGANIZATION NAME / SEASON

Spring / Summer: 2nd Monday in February to 3rd Friday in June / **Fall / Winter:** 2nd Monday in August to 2nd Friday in December.

Initial each box upon completion. If not completed, provide a date of completion on the line provided.

Insurance Requirements	
Security Deposit	<i>separate check (\$1000)</i>
Field Use Permit Application	
Field User Contract	
Roster & Payment	<i>\$23 resident / \$30 non-resident per participant</i>
Banner Permit Application	<i>optional</i>

- The **Certificate of Insurance** MUST list the **City of Millbrae** & the **Millbrae School District** as **Certificate Holders & Additionally Insured**.
 1. **City of Millbrae**, 621 Magnolia Ave., Millbrae, CA 94030
 2. **Millbrae School District**, 555 Richmond Dr., Millbrae, CA 94030
- The **Certificate of Insurance** MUST contain a minimum of \$1,000,000.00 Comprehensive Liability Insurance.
- The user group accepts the facilities applied for in an "AS IS" condition. In consideration of the use of the facility, the user agrees to indemnify, defend and hold harmless the City of Millbrae, the Millbrae School District, its officers, employees and volunteers from all liability, claims, suits, judgments, which may arise from the use of the premises, excepting those claims, suits or judgments arising out of the sole and intentional negligence of the City of Millbrae.
- An official participant roster including age and address is required at the end of the season. The organizer is responsible for omitting sensitive information from the roster.
- Make check payable to: **City of Millbrae**
- Send **roster** and **payment** to:
Millbrae Recreation
attn: Athletic Field
623 Magnolia Avenue,
Millbrae, CA 94030