



Recreation Center Reservation Application

Central Recreation Center - 50 E 5th Ave
Senior Center - 2645 Alameda de las Pulgas
Beresford Recreation Center - 2720 Alameda de las Pulgas
King Community Center - 725 Monte Diablo Ave

Staff Only

Date Received	
Date Processed	
Approved	
Notes	

APPLICANT INFORMATION

First Name		Last Name	
Date of Birth		Email Address	
Home Address		City	State Zip
Home Phone		Cell Phone	

ORGANIZATION/GROUP INFORMATION – Complete this section if you are reserving on behalf of an organization or group.

Organization/ Group Name			
Street Address	City	State	Zip
Business Phone		Fax	
Organization Type		<i>If non-profit, proof of 501(c) status required.</i>	IRS EIN Number
Are you authorized to represent this organization?	Yes	No	Your Title:

RESERVATION INFORMATION

Facility requested		Is this event open to the public?	Yes	No				
Type of Event/Activity		Serving wine, beer or liquor?	Yes	No	Selling wine, beer or liquor?	Yes	No	
Anticipated Attendance	Minors	Adults	Charging for entrance, food or drinks?	Yes	No	Asking for donations?	Yes	No

Room	Start & End Date	Day of Week	Entry Time/Set Up Time	Program Start time	Program End Time	Exit Time/Clean Up time

Seating arrangements	
Special requests/Event Notes	

DAMAGE/CLEANING FEE

A cleaning fee may be charged upon staff inspection of the site if there is any damage or if excessive cleaning is required. Failure to pay this cleaning fee will result in the loss of rental privileges at all City facilities.

My signature affirms all the above information is accurate and complete. I agree to abide by all Conditions of Use contained in the permit, including the Parks & Recreation department Permit Terms & Conditions and any supplemental policies and requirements specific to the facility permitted, and understand I will be responsible for all costs the City may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, the City of San Mateo; its elective and appointed boards, commissions; officers; agents; and employees for any injury or loss incurred by those using the facilities requested.

Signature

Full Name

Date

CONTACT THE SPECIFIC LOCATION YOU ARE INTERESTED IN TO COMPLETE YOUR RESERVATION

BERESFORD RECREATION CENTER	(650)522-7440
SENIOR CENTER AND CENTRAL RECREATION CENTER	(650)522-7495
KING COMMUNITY CENTER	(650)522-7470