



CITY OF MORGAN HILL

17000 MONTEREY ROAD, MORGAN HILL, CALIFORNIA 95037
T. 408-782-0008 F. 408-779-5450

COMMUNITY USE (C.U.P.) MEETING ROOM REQUEST FORM

Year _____

_____ December - May _____ June - November

PLEASE PRINT

Name of Organization: _____

Name of Representative: _____

Address: _____

Cell Phone: _____ Email: _____

Non-profit ID or equivalent: _____

Provide a brief description of organization purpose: _____

How does the organization benefit the Morgan Hill Community? _____

Date(s) Requested: (or attach schedule) _____

Day(s) of Week: _____

Starting Time: (include set-up) _____

Ending Time: (include clean-up) _____

Name of Meeting Room Requested: _____

Room requirements: _____

Number of Attendees: _____

HOLD HARMLESS AGREEMENT:

Limited Time Community Use

I understand that I and my group or organization will be responsible for any damage or abuse of City buildings, grounds or equipment growing out of the occupancy or use of said premises or equipment by our reservation. We agree to abide by all rules and regulations governing the use of buildings, grounds and equipment and hold the City of Morgan Hill and their employees free and harmless from any loss, claims or liability or damage, and/or injuries to persons and property that in any way may be caused by applicants' use or occupancy of said facilities and hold harmless from all claims resulting from this use. The applicant understands the City of Morgan Hill, its officers, and employees are not responsible for any injuries or losses caused to anyone participating in any way in this activity.

I, the undersigned, have read and understand the rules and regulations for facility/park use. The person signing this Certification declares that he/she has the authority to bind the Applicant, and that Applicant is bound by all terms of this Certification.

Date: _____

Signed: _____

Non-Discriminatory Clause

In using Morgan Hill City Public Facilities, it is the City's intent to provide this subsidized use to non-profit organizations/clubs/groups that agree not to discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation or national or ethnic origin in conducting its meeting or any other activity under the Community Use Policy reservation system.

As the representative of your organization reserving this facility through the Community Use Policy, you understand the City's intent in providing subsidized use and open access to all community members to your meeting and will abide by this requirement. Failure to abide by this requirement will result in the cancellation of your organization/club/group reservation.

Please note: reservations may always be paid for if the "open access" requirement for your organization/club/group becomes an issue.

By signing below you acknowledge that you understand and agree with the city's "open access" intent of holding your organization/club/group reservation under the free use policy.

Representative: _____
Print

Representative: _____
Signature

Phone: _____

Date: _____

OFFICE: _____ **Date received:** _____ **Staff Initials:** _____