

FIELD USE POLICIES AND REGULATIONS

The Los Altos Recreation Department handles all reservations for the city owned athletic fields.

ATHLETIC FIELD RESERVATION PROCESS

Reservation requests are required for any use of a City athletic field.

Fields are reserved for a six-month period:

Spring/Summer: March – August
Fall/Winter: September - February

The following procedures are to be followed in requesting a reservation:

- A. Users must complete a reservation application and pay all fees prior to use.
- B. Reservation applications may be submitted by email, fax, mail or in person. Email applications to info@losaltosrecreation.org, fax to (650) 947-2738, mail or submit in person to the Recreation Office at 97 Hillview Avenue, Los Altos, CA 94022.
- C. Reservation requests may be submitted at any time. Requests submitted prior to each six-month period and before the announced deadline will be processed according to the priority use guidelines listed below. Requests submitted after March 1st for the Spring/Summer season and after September 1st for the Fall/Winter period will be considered on a first come first served basis.
- D. Payment is contingent upon availability of space. Rental fee is based on total hours of all practices and games multiplied by the hourly rate. A copy of the invoice will be mailed/mailed to the applicant upon approval of the reservation. Total amount due is to be submitted prior to use of the field(s). Payments by credit card or check are accepted. Make check payable to “City of Los Altos”. Mail to: Los Altos Recreation Dept., Field Reservations, 97 Hillview Avenue, Los Altos, CA 94022.
- E. A receipt for all field reservations will be given to the applicant upon payment. This receipt is to be used as proof of approved request.
- F. Refunds / Transfers: Refunds will not be granted for any cancellations of field use reservations. Reservations are non-transferable.

* User groups may request special priority consideration for field use for hosted tournaments, special events, etc. beyond the current six-month period. Requests for special consideration are to be made in writing and include purpose, specific date, time, location, specific field, resident versus non-resident status, if a fund raiser, special needs, i.e., restrooms, amplified sound, etc., contact names and phone number. Written requests should be directed to the reservation coordinator.

PRIORITY USE

The following are the athletic field priority guidelines for awarding use during each period:

1. Los Altos Recreation Department Programs
2. Los Altos School District Programs
3. Los Altos Youth Sports Organizations/Groups/Individuals
4. Los Altos Resident Organizations/Groups/Individuals (this includes non-profit)
5. Non-Resident Organizations/Groups/Individuals

FEES (as of July 1, 2008)

Group Type	Fee
Resident Youth Groups	\$10.00 / hour
Resident Private / Non-Profit	\$10.00 / hour
Non-Resident	\$28.00 / hour

*In order to receive the Los Altos resident rate for field rentals, you must show proof of more than 50% Los Altos residency in your group by submitting a roster with names and address for each participant. The previous year's roster is sufficient for submittal.

MISCELLANEOUS INFORMATION

- A. If your group has a maintenance problem on the weekend, please call Los Altos Police Communications at (650) 947-2770 and report the problem. An on-call city staff member will respond.
- B. **Fields may not be used if weather conditions are wet or if the field is muddy.**
- C. The soccer fields at Hillview, Grant & Rosita are closed annually for maintenance. No permits will be issued for the time periods in which they are closed. This affects the Hillview baseball field since our soccer programs are moved to the baseball field during this time.
- D. All soccer activity at Hillview must be finished by 7pm when there are productions in the Bus Barn Theater.
- E. It is your responsibility to leave the facility clean.
- F. Public restrooms are available at Hillview and Grant for your convenience. Please monitor during and after your use and clean-up as needed.
- G. The only signs allowed at fields are on the outfield fence at the Hillview Baseball Field and on the backstop at Rosita during the baseball season. If you have advertising you would like to do for your program, you can rent banner space from the city on Main Street, San Antonio Road & El Camino Real, at Lincoln Park, or Fremont and Grant. For banner information call the Los Altos Recreation Department at (650) 947-2790.
- H. If you have any further questions about athletic field reservations, please call the Los Altos Recreation Department at (650) 947-2790.