
GYMNASIUM USE POLICIES AND REGULATIONS

The Los Altos Recreation Department handles all reservations for the city owned gymnasiums at Blach and Egan Schools.

GYMNASIUM RESERVATION PROCESS

Reservation requests are required for any use of a City gymnasium.

Gymnasium space is 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, including a security deposit, 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/emailed to the applicant upon approval of the reservation. Total amount due is to be submitted prior to use of the gym(s). Payments by credit card or check are accepted. Checks payable to “City of Los Altos”. Mail to: Los Altos Recreation Dept., Gymnasium Reservations, 97 Hillview Avenue, Los Altos, CA 94022.
- E. Users are required to provide the City a Certificate of Insurance affording one million dollars (\$1,000,000) of general liability insurance coverage with an endorsement naming the City of Los Altos as Additional Insured prior to use of the gym(s). No permits will be issued to any group that does not have a current insurance certificate on file in our office.

- F. A receipt for all gym reservations will be given to the applicant upon payment. This receipt is to be used as proof of approved request.
- G. Upon approval of the reservation request, one (1) key will be given to the renter. This key is to be returned immediately following the final date of your use. The security deposit will be held until the key is returned. A \$25 fee will be charged, or deducted from the deposit, in the event a key is lost.
- H. Refunds / Transfers: Refunds will not be granted for any cancellations of gym use reservations. Reservations are non-transferable.

*User groups may request special priority consideration for gymnasium 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 gymnasium, resident versus nonresident status, if a fund raiser, special needs, i.e., restrooms, amplified sound, volleyball equipment, etc., contact names and phone number. Written requests should be directed to the reservation coordinator.

PRIORITY USE

Gymnasium reservations are assigned based on the following priority system:

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

* Sports in season take priority over other sports.

In the event that gym reservation requests conflict between two or more eligible groups at the same ranking in the priority system, the following process will be followed:

1. The organizations in conflict will be asked to meet and resolve the conflict through compromise.
2. If there is no mutual agreement to resolve the conflict between the users affected, the Recreation Department will assign gym space by taking into account the size of the groups, the percentage of residents in each group, the groups' needs, purpose of use, use of other agencies' gym space, etc.

* The Recreation Department reserves the right to request user groups involved in a conflict to submit additional documentation as necessary to allocate gym space appropriately. Additional requests may include documentation to prove group size, residency percentage, group needs, purpose of use, etc. Any group or organization found to be misrepresenting its submitted information will have its reservations revoked for the season and will be assigned the last (or lowest) priority for gym use scheduling for the immediately following brokering period.

HOURLY FEES (as of July 1, 2008)

Group Type	Fee for ½ Gym	Fee for Full Gym	Security Deposit
Resident Non-Profit Youth Groups	\$37.00	\$74.00	\$500.00
Resident	\$67.00	\$134.00	\$500.00
Non-Resident	\$124.00	\$248.00	\$500.00

*In order to receive the Los Altos resident rate and priority rating for gym reservations, you must show proof of more than 50% Los Altos residency in your group by submitting a roster with the name and address of each participant scheduled to play in the Los Altos gyms. The most current roster is required.

MISCELLANEOUS INFORMATION

- A. Please report any damages or unacceptable conditions that occur before or during your scheduled use. If you have 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. It is your responsibility to leave the facility clean.
- C. Restrooms are available at both Blach and Egan Schools. The keys that are issued to you will give you access to campus restrooms. It is permittee's responsibility to lock restrooms after use. Users must monitor restrooms before and after use. A fee may be charged should the condition be reported as unacceptable.
- D. Only athletic court shoes are allowed in the gymnasiums. (No black soled shoes.)
- E. Drugs, alcohol and tobacco products are not allowed in City Gymnasiums or on Los Altos School District Property.
- F. Except for water or sports drinks for competing athletes, absolutely no food or drinks are allowed in the gymnasium. This includes post game snacks.
- G. If the gymnasium is left in an unacceptable condition (which includes cleanliness or the building left unlocked), user may be required to pay for building attendant(s) for future uses. Building attendants are billed at \$18.00 per hour per attendant.
- H. Misuse and/or failure to follow guidelines may result in discontinued use and/or suspension of future use.
- I. If you have any further questions about the city-owned gymnasiums at Blach or Egan, please call the Los Altos Recreation Department at (650) 947-2790.