



City of Los Altos

Parks & Recreation Department

All Applicants,

Thank you for choosing the city of Los Altos for your next event! We look forward to making your experience as smooth as possible. Please use the guidelines below to assist in completing all required documents.

(A) All Applicants

- Page 1: Fee Chart
- Page 2: Rental Application (Required)
- Page 3: Multiple Dates or Multiple Facility Rental (If applicable)
- Page 4 + 5: Facility Rental Acknowledgement Checklist (Required)
- Page 6: Alcohol Permit Application (If applicable)
- Page 7 - 11: Facility Use Policies and Regulations

(B) Payments – All payments are required to confirm reservation of the facility.

- Deposit (Required)
- Facility Use Fee (Required)
- Alcohol Fee (If applicable)

Additional Required Documents:

- Non Profit (only): Scanned copy of 501(C)3 letter
- Certificate of Insurance (If applicable)

Mailing address: 97 Hillview Ave, Los Altos, CA 94022

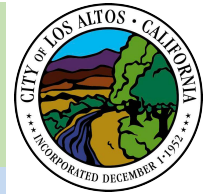
Phone: (650) 947-2790 | Fax: (650) 947-2738

Email: rec-info@losaltosca.gov | Visit: www.losaltosrecreation.org

FACILITY RENTAL FEES FY24/25

All fees hourly unless noted with an asterisk ()*

Max Occupancy
RESIDENT
NON-RESIDENT
NONPROFIT
COMMERCIAL



Los Altos Community Center		\$551 deposit required for Multi Purpose/\$275 deposit for classrooms			
	Dining/Standing				
Grand Oak	180/430	\$288	\$346	\$143	\$433
Sequoia	48/83	\$115	\$143	\$57	\$173
Manzanita	36/49	\$92	\$115	\$46	\$138
Maple	25	\$92	\$115	\$46	\$138
Birch	24/37	\$92	\$115	\$46	\$138
Apricot	36/49	\$92	\$115	\$46	\$138
Juniper	20/41	\$92	\$115	\$46	\$138
Sycamore	32/62	\$92	\$115	\$46	\$138
Cedar	16/61	\$92	\$115	\$46	\$138
Grand Oak Kitchen		\$57	\$69	\$28	\$115
Courtyard Add-On		\$57	\$69	\$28	\$115
Courtyard Only		\$92	\$115	\$46	\$138
Lobby		\$115	\$143	\$57	\$173

Grant Park Community Center

Grant Multi-Purpose Room	120 / 150	\$138	\$173	\$69	\$277
Classroom 1	30	\$57	\$69	\$46	\$115
Classroom 2	30	\$57	\$69	\$46	\$115
Classroom 3	30	\$57	\$69	\$46	\$115

Garden House

Garden House	130	\$138	\$173	\$69	\$277
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Tennis/Bocce Courts

McKenzie	Tennis	\$10	N/A	\$7	N/A
Marymeade	Tennis	\$10	N/A	\$7	N/A
Montclair	Tennis	\$10	N/A	\$7	N/A
Rosita	Tennis	\$10	N/A	\$7	N/A
LACC	Bocce ball	\$10	N/A	\$7	N/A

San Antonio Club

San Antonio Club		\$138	\$173	\$69	\$277
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FIELDS

Hillview, Rosita, Grant	Baseball/ Soccer	\$57	\$69	\$28	N/A
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GYMS - Egan & Blach

Half Gym		\$97	\$127	\$51	\$184
Full Gym		\$161	\$207	\$92	\$323

OUTDOOR SPACES

Veteran's Community Plaza (*)					
Half Day	75	\$166	\$207	\$63	N/A
Full Day	75	\$254	\$318	\$103	N/A
Patriot Corner Picnic Area (*)					
Half Day	75	\$173	\$219	N/A	\$346
Full Day	75	\$254	\$318	N/A	\$509
Grant Picnic Area (*)					
Half Day	30	\$103	\$127	N/A	\$207
Full Day	30	\$138	\$166	N/A	\$277
Heritage Oaks Picnic Area 1 (*)					
Half Day	40	\$103	\$127	N/A	\$207
Full Day	40	\$138	\$166	N/A	\$277
Heritage Oaks Picnic Area 2 (*)					
Half Day	48	\$103	\$127	N/A	\$207
Full Day	48	\$138	\$166	N/A	\$277

BANNERS

Fremont/Grant - two weeks	\$393
Lincoln Park 9 ft. - one week	\$194
Lincoln Park 18 ft. - one week	\$393
Lincoln Park 30 ft. - one week	\$469
Main St - two weeks	\$469
San Antonio/ El Camino - two weeks	\$469

City of Los Altos Facility Rental Application and Agreement

Parks & Recreation Department
Los Altos Community Center
97 Hillview Avenue, Los Altos, CA 94022
(650) 947-2790 / Fax: (650) 947-2738
www.losaltosrecreation.org



Renter's Contact Information					
First Name:		Last Name:			
Birth Date:		Email:			
Address:		City:	State:	Zip:	
Primary phone:		Secondary phone:			
Secondary Contact Information			Day of Event Contact		
First and Last Name:			First and Last Name:		
Email Address:			Email Address:		
Primary phone:			Primary phone:		
Organization					
Organization or Group Name:				IRS Non-Profit Tax ID #:	
Email Address:					
Address:		City:	State:	Zip:	
Primary phone:		Secondary phone:			
Facility (please check)					
Los Altos Community Center 97 Hillview Ave, Los Altos, CA 94022 <input type="checkbox"/> Grand Oak (Seated: 180, Theatre Style: 220, Kitchen Included) <input type="checkbox"/> Sequoia (Seated: 48) Lobby <input type="checkbox"/> Manzanita (Seated: 36) Kitchen Only <input type="checkbox"/> Apricot (Seated: 36) Courtyard Add-on <input type="checkbox"/> Sycamore (Seated: 32) Bocce Court #1 <input type="checkbox"/> Maple (Seated: 27) Bocce Court #2 <input type="checkbox"/> Birch (Seated: 24) <input type="checkbox"/> Juniper (Seated: 20)		Grant Park & Community Center 1575 Holt Ave, Los Altos, CA 94024 <input type="checkbox"/> Grant Multi-Purpose (Seated: 120, Theatre Style: 150) <input type="checkbox"/> Classroom 1 (Seated: 30) <input type="checkbox"/> Classroom 2 (Seated: 30) <input type="checkbox"/> Classroom 3 (Seated: 30)		Picnic Areas <input type="checkbox"/> Patriot Corner Picnic Area (Max: 75) <input type="checkbox"/> Grant Park Picnic Area (Max: 30) <input type="checkbox"/> Heritage Oaks Picnic Area 1 (Max: 40) <input type="checkbox"/> Heritage Oaks Picnic Area 2 (Max: 48)	
		Garden House 400 University Ave, Los Altos, CA 94022 <input type="checkbox"/> Garden House (Seated: 120, Theatre Style: 150)		Other Facilities <input type="checkbox"/> Veterans Community Plaza (Max: 75) <input type="checkbox"/> Archery Party at Redwood Grove <input type="checkbox"/> San Antonio Club	
Event Information (Requests for multiple dates, please use following page)					
Room/Site Name	Date of Event	Set-up Time	Event Start Time	Clean-up Time	Exit Time
Event Description:			Estimated Attendance:		
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No			Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Alcohol Permit is REQUIRED for serving or selling alcohol. Selling alcohol requires an ABC license. Refer to policy for more information on how to obtain an ABC license.			Insurance is REQUIRED if serving alcohol, 100 or more attendees AND open to public, charging admission fee, selling products, collecting money on site, event equipment loading in/out at facility and renting stage.		
Music: NO AMPLIFIED MUSIC IS PERMITTED IN PARK OR PICNIC AREAS. <input type="checkbox"/> Speakers <input type="checkbox"/> DJ <input type="checkbox"/> Live Music		Food: <input type="checkbox"/> Light Snacks <input type="checkbox"/> Full Meal <input type="checkbox"/> Catered <input type="checkbox"/> Food Truck	Event Open to Public: <input type="checkbox"/> Yes <input type="checkbox"/> No Charging for Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Renting Equipment from third party: <input type="checkbox"/> Yes <input type="checkbox"/> No Renting Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No	

WAIVER OF LIABILITY

To the fullest extent allowed by law, Applicant hereby agrees to defend, indemnify and hold harmless the city of Los Altos, its governing board, the individual members thereof, and all city of Los Altos officers, agents and employees from any loss, damage, liability, cost or expense arising from the use or occupancy of city property. All applications shall bear the signature of a person 21 years or older who is duly authorized representative of the organization or group making the request, and further the applicant agrees to reimburse the city of any loss or damage to city property caused by such use. I HAVE READ AND UNDERSTAND THE ATTACHED POLICIES AND REGULATIONS ATTENDANT TO MY RENTAL OF THIS FACILITY (including decorations, clean-up, noise etc.) & I AGREE TO ABIDE BY THEM. In addition, I agree to allow use of my / our photograph for program publicity. I have read and understand the refund policy.

Signature: _____

Date: _____



City of Los Altos Facility Rental Acknowledgement

Applicant: _____

Date: _____

Please initial each line in the blank space provided

- 1 ☐ Enter and exit the facility at your scheduled rental time only. Secure location before leaving.
- 2 ☐ Set-up and clean-up must be conducted and completed between the hours of the contracted rental agreement. A fee of 1.5 times the standard rental rate will be applied beyond the rental agreement.
- 3 ☐ Rooms are expected to be returned in the condition they were found at the start of the rental.
- 4 ☐ Cleaning is required before the end of your scheduled rental time. This includes but is not limited to: wiping down tables and chairs, sink, stove, counter tops and cabinet doors, clean out refrigerator, sweeping/mopping floors as needed, vacuuming, placing trash in bags provided and removing filled trash bags from building to outside dumpsters.
- 5 ☐ Do not store any items overnight (including in cabinets, drawers, and shelves). Any items stored and not approved will be disposed of at the city's discretion.
- 6 ☐ Nails, staples, and screws are NOT permitted. Nothing may be hung from acoustical ceilings. Only painter's blue masking tape may be used on walls. All decorations must be fire retardant. Glitter and helium balloons are prohibited. All decorations must be removed at the conclusion of the activity.
- 7 ☐ The person making the reservation has reviewed and understands the refund and cancellation policy. All cancellations must be submitted in writing to Los Altos Parks & Recreation.
- 8 ☐ Children must be supervised at all times. Staff on site does not supervise children.
- 9 ☐ A city of Los Altos Alcohol Permit is required for any event serving alcohol including beer and wine. The city Alcohol Permit DOES NOT authorize the SALE of liquor. Permits to authorize the sale of liquor must be obtained by the State of California Alcohol Beverage Control Board.
- 10 ☐ Smoking is prohibited anywhere in a recreational area, civic center campus or in any parking area.
- 11 ☐ For facility issues, please call the Parks & Recreation Office at (650) 947-2790 (Monday-Friday, 8am - 5pm). In case of after hour emergency, please call the Los Altos Police department at (650) 947-2770.

- 12 ☐ If you were issued a city facility key, you must return the key within two business days following your rental date or your deposit will be withheld.
- 13 ☐ Renters listed on the rental application are responsible for all attendees of the function. Any gathering considered dangerous, a disturbance of the peace or endangering public property is subject to closure without refund of the rental fee or security deposit.
- 14 ☐ Bounce houses are not allowed in any city parks, facilities or properties.
- 15 ☐ Alcohol is not allowed at any functions at the San Antonio Club or Archery Party at Redwood Grove. If alcohol is found to be present at the event, the event will be shut down with no refund given.
- 16 ☐ Picnic Area & Archery Party at Redwood Grove Rental Only) AMPLIFIED SOUND and ACOUSTIC INSTRUMENTS are not permitted in any city parks and picnic areas at any time. This includes small Bluetooth speakers. Violators will forfeit between 50-100% of deposit.
- 17 ☐ (Picnic Area & Archery Party at Redwood Grove Rental Only dispose of all trash and recyclables in the dumpster and appropriate recycling bins located in the parking lot. Do not allow trash cans to overflow.

I acknowledge that I have read and agree to abide by all the above listed city rental requirements

Signature
of Applicant:

Date:

For Office Use Only: Date Received: _____ Date Processed: _____ Receipt Number: _____
 Date Received: _____

Group Status	<i>Commercial</i>
<i>Non Profit Resident Non-Resident</i>	



CITY OF LOS ALTOS POLICE DEPARTMENT
1 N. San Antonio Road, Los Altos, CA 94022
Tel: (650) 947-2770 Fax: (650) 947-2704
Web: www.losaltospolice.org

Alcohol Permit Application

In compliance with [Los Altos Municipal Code Section 7.04.010\(B\)](#) it is unlawful for any person to possess or exhibit an open container of any alcoholic or intoxicating beverage, or consume or drink its contents, in any public park within the City, including the immediately adjacent sidewalks, streets and parking areas which abound such public park, except:

- A. Where the sale of alcoholic beverages has been approved or licensed in such park areas by the Department of Alcoholic Beverage Control of the State;
- B. Where a written permit to possess alcoholic or intoxicating beverages in such park areas has been obtained from the Chief of Police at least twenty-four (24) hours before using the park area; and
- C. Where the use of alcoholic beverages in such park areas is sponsored or authorized by the city.

If the number of expected guests exceeds 150 you may qualify for a Special Event Permit unless you are renting a city owned facility such as the Garden House or History Museum then a Special Event Permit will not be required. Check out Los Altos Municipal Code Section 9.25 - Special Events for more information.

Note: The \$120 Alcohol Permit Application fee is due upon submission and is non-refundable.

Section 1: Alcohol Permit Venue

Occasion: Number of Expected Guests:
Facility or City Property:
Date of Event: Begins: Ends:

Section 1: Applicant Information

Name:
Group Name:
Mailing Address: Street: City: Zip:
Daytime Phone: Email:

Preferred method of receiving the permit:

Email me when ready for pick-up

Phone me when ready for pick-up

Mail to the above address

Phone me and I will decide at that time

_____ will pick-up on my behalf

Office use only below this line

Date Application Received

Received by: Name/Department

Payment Received: Date & Method of Payment

CITY OF LOS ALTOS

FACILITY USE POLICIES AND REGULATIONS

Parks & Recreation Department
Los Altos Community Center
97 Hillview Avenue, Los Altos, CA 94022
(650) 947-2790 / Fax: (650) 947-2738
www.losaltosrecreation.org



This is a condensed version of [Policies and Procedures Facility Handbook](#), also please refer to QR Code.



A. FACILITY USE FEES

All fees for facility rental, security deposit and alcohol permit are required before a reservation is confirmed. No exceptions.

- Payment Options: Checks made payable to the city of Los Altos; Visa, Mastercard, Amex or Discover credit cards; cash payments made in person.
- Charges begin when a facility is entered for any purpose, i.e., decorating, catering, set-up, etc. Groups will be assessed charges according to their reservation priority, nature of activity and/or services and staff required.
- Hours of use may not be changed less than 14 days prior to the rental date without staff approval.
- In cases where the deposit does not cover the damage, the rental applicant will be billed.
- Fees will not be pro-rated for events or activities that finish prior to the approved permitted times. Not honoring approved hours may result in suspension of facility use and additional charges.
- Security deposit and alcohol permit application fee due at time of booking. Rental fees must be paid at least 90 days in advance of the rental date or permit shall be declared invalid.

Facility Rental Fees

- Indoor recreation facilities are rented on an hourly basis.
- Set-up and clean-up time must be incorporated into the overall rental time, including entry by a caterer, rental company, event planner, etc.

Picnic Areas

- Picnic reservations must be made at least three business days in advance.
- Final Payment is due 14 days prior to the rental date. Any applicants accepted within 14 days of a rental require full payment upon making the reservation.
- The city of Los Altos reserves the right to cancel permits due to non-payment by the designated due date.
- Picnic reservations that cannot be used due to inclement weather will be issued a full refund. The rental applicant is responsible for contacting the Parks & Recreation Front Office within five business days after the reservation date to initiate the credit.

Security Deposit

A security deposit of either \$275 or \$551 is required for all rentals to ensure that facility is returned to its original condition.

- The full security deposit will be returned within 30 days after the event if the facility is found in satisfactory condition, no rental policies have been violated and the event did not surpass the paid event time.
- Set-up and clean up must be conducted and completed within the hours of the contracted rental agreement.
A fee of 1.5 times the standard rental rate will be applied for usage beyond the rental agreement.
- If the facility is not returned to its original condition, or if the event time is extended with pay, the renter will be notified within five business days of the event date should any additional charges be incurred. The renter is responsible for additional charges related to property damage, required maintenance, lost facility key, or employee overtime. The renter will be required to forfeit the security deposit and/or pay additional fees in the amount determined by the city.

- Clean-up guidelines are detailed below and outline the renter's responsibilities in returning the facility to its original condition.

B. ALCOHOL PERMIT

A city of Los Altos Alcohol Permit is required for any event serving alcohol including beer and wine. The City Alcohol Permit DOES NOT authorize the SALE of liquor.

Permits to authorize the sale of liquor must be obtained by the State of California Alcohol Beverage Control Board:

San Jose ABC Office

100 Paseo de San Antonio, Room 119

San Jose, CA 95113

(408) 277-1200 SNJDirect@abc.ca.gov

Alcohol Use

Alcohol is not allowed at any functions at the San Antonio Club or Redwood Grove for an Archery Party. If alcohol is found to be present at the event, the event will be shut down with no refund given.

If you are serving alcohol at your event. Insurance will be required with host liquor liability and all other insurance requirements must be met.

C. INSURANCE

Depending on the nature of the event security and/or liability insurance may be required at the renter's expense.

- Insurance will be required for events, of activities that:
 - Serve alcohol
 - Have 100 or more attendees AND are open to the public
 - Charge an admission fee, sell product or services, or collect money on site
 - Involves loading in/out of large items such as stage, bar, framing, etc.

If insurance is required, the organization or individual requesting a reservation ("Applicant") shall, at its own expense, procure and maintain a General Liability insurance policy with minimum limits of at least:

- A minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate for the event.
- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The "description" should list the rental location, day and event planned.
- City of Los Altos at 97 Hillview Avenue, Los Altos, CA 94022 must be listed as "additional insured".
- The city of Los Altos, its councilmembers, commissioners, officers, employees, agents and volunteers must be endorsed, by separate and specific endorsement on the policy as additional insureds in respects to liability arising out of the Applicant's performance of this permit.

D. REFUND / CANCELLATION POLICY

- Cancellations must be requested in person or by email. The request must done in writing. Phone cancellations will not be accepted. Photo identification is required for cancellations.
- Refunds for cancellation of a facility reservation will be granted as follows:

Los Altos Community Center, Garden House, Grant Multi-Purpose Room, Community Plaza, and San Antonio Club:

(Note: All deposits will be returned in full if cancelled in advance)

- A full refund will be granted minus a \$25 cancellation fee, provided a cancellation is made at least 90 days prior to the rental date.
- If the cancellation is made 60-90 days prior to rental date, 50% of the rental fees will be forfeited.
- If the cancellation is made 30-60 days prior to rental date, 75% of rental fees will be forfeited.

- No refund will be provided if a cancellation is requested less than 30 days prior to scheduled use unless there is an extenuating circumstance. In the event of extenuating circumstances, a refund may be approved by the Deputy Director or authorized representative. Evidence of the extenuating circumstance may be requested for verification purposes. Examples of valid extenuation circumstances include health emergencies, regional disasters, and death.
- Should the city cancel a reservation, a full refund of paid rental fees will be issued.
- Requests to change a reservation must be made in writing to the Parks & Recreation Front Office.
- Notice of the change must be made 30 days in advance. Approval of reservation changes is contingent on staff and facility availability. The first rental change is free of charge, additional rental changes will incur a \$75 administrative fee.
- Refunds will be issued within four to six weeks of request.
- Any group not abiding by the Facility Use Rules and Regulations will forfeit entire rental deposit.

Picnic areas:

- A full refund minus a \$25 cancellation fee will be provided for cancellations made 10 or more business days prior to the rental date.
- Cancellations made less than 10 business days in advance of rental date are not eligible for a refund.
- Requests to change a reservation must be made in writing to the Parks & Recreation Front Office at least 10 days in advance. Approval of reservation is contingent on availability.
- Security deposits for canceled picnic reservations will be returned in full.

E. USE TIMES

All activities, including clean-up, must be fully conclude by the following times:

- Los Altos Community Center, Garden House and Grant Park: 11 pm.
- Patriot Corner: 2 pm for morning rentals, 8 pm for afternoon or full day rentals
- Community Plaza: 3 pm for morning rentals, 11pm for afternoon of full day rentals

F. CATERING/FOOD TRUCKS

- Renters must indicate their intent to utilize caterers or food trucks in the Rental Application.
- Caterers and food trucks are allowed in city facilities and parks if indicated on the permit.
- Use of food trucks must be approved by Facilities Coordinator.
- Renters are responsible for ensuring caterers and food truck services have the proper licenses and documentation to operate in the city of Los Altos which includes:
 - City of Los Altos Business License
 - If public event, clearance and approval from Santa Clara Department of Health.
- The city does not have a preferred catering list.
- Caterers that want to bring in additional cooking devices (taco stand, paella bowl, etc.) must have prior approval by the Parks & Recreation department. A photo with specification information must be submitted in advance to receive approval.
- All arrivals and departures as well as deliveries and pickups must be arranged to fall within the rental time.
- Food trucks may only occupy two parking spaces with approval from Facilities Coordinator.
- Food trucks may NOT serve the public during private events.
- Payment must be between the renter and food truck operator. No hand-to-hand transactions are allowed between guests and the food truck operator during the event.
- The renter is responsible for returning the facility to its original condition.

G. PARK RENTALS

- Veteran's Community Plaza is rented on a half day (morning: 7 am – 3 pm or afternoon 3 – 11 pm) or full day (7 am – 11 pm) basis.
- Patriot corner is rented on a half day (morning: 8 am – 2 pm, or afternoon 3 – 8 pm) or full day (8 am – 8 pm) basis.

Patriot Corner, Grant Park and Heritage Oaks Picnic Area:

- Patriot Corner and Grant Picnic Area may only be reserved for celebratory, entertainment, and/or information related events **without entrance fees or merchandise sales.**

Veteran's Community Plaza:

- No event may obstruct vehicular or pedestrian traffic. This includes activity, displays, signs, banners or any other paraphernalia.
- No flame or fire is permitted. This includes candles, torches, logs etc.
- Community Plaza may only be reserved for celebratory, entertainment, and/or information related events **without entrance fees or merchandise sales.**
- Restore plaza area to its original condition.

H. ACCESS TO FACILITY

Access to the indoor facilities will be granted as follows:

- If the event is a private party held at the Los Altos Community Center, Garden House or San Antonio Club, a facility attendant will unlock the door to the facility and lock the door at its completion.
- For rentals at Grant Park and Community Center, a key may be issued to the renter up to three days prior to the event if applicable. Keys for weekend events MUST be picked up at the Los Altos Community Center Front Desk Office by 7 p.m. by the Thursday and 5 p.m. on Friday before the scheduled event.
- Keys must be returned to the Los Altos Community Center front Office or after hours key box, which is located at the Los Altos Community Center next to the bocce ball courts: 97 Hillview Avenue, Los Altos 94022.

I. DECORATIONS

All decorations must be removed after the activity. Only painter's blue masking tape may be used on walls. All decorations must be fire retardant. The following items are not permitted:

- Nails, staples, and screws are NOT permitted. Only painters' blue masking tape may be used on walls.
- No tape is allowed at the Los Altos Community Center.
- Nothing may be hung from acoustical walls and ceilings or sliding doors. This includes using command strips, adhesive wall hangers, glue dots, etc. on panels, glass, or any walls. Only painters' blue masking tape is permitted.
- Staples and pins may be used on bulletin boards ONLY.
- No helium balloons allowed in the Los Altos Community Center, Grant Park Multipurpose room, or Garden House.
- Glitter is not allowed at any facility. This includes decorations with glitter on them that may shed or leave traces of glitter in the facility.
- All decorations must be fire retardant.
- At no time will exits or facility signage be obstructed by decorations or equipment.
- No candles (excluding birthday candles), lanterns, incense or open flames are allowed in any city facility.
- Air Balloons: All air balloons must be removed at the end of event. Any fees incurred by the city for the removal of air balloons will be charged to the renter's security deposit.

J. CLEAN-UP GUIDELINES

The return of your security deposit is partially dependent upon your compliance with the instructions below:

Los Altos Community Center, Garden House, and Grant Park:

- Remove all decorations including tape or string from tables, walls, outside areas, fences, grass, etc.
- Using the cleaning equipment provided in the janitorial closet complete the following:
 - Clean sink, counter tops and cabinet doors. Use standard household cleaners, do not scour.
 - Sweep and mop floor.
 - Clean out refrigerator and freezer. Do not leave food in the refrigerator and freezer.
 - Clean stove and ensure all burners are turned off. Do not use steel wool or abrasive pads on grill or burner area.
 - Return cleaning equipment to janitorial closet after use.

- Return all tables and chairs to their storage area.
- Turn off all lights, close all windows and lock all doors.

Patriot Corner and Grant Park Picnic Area:

- Remove all decorations including tape or string from tables, trees, fences, grass etc.
- Dispose of all trash and recyclables in the dumpster and appropriate recycling bins located in the parking lot. Do not allow trash cans to overflow.

Trash Removal / Equipment Return

- All trash and recyclables must be disposed of in dumpsters provided, located in the following areas:
 - **Los Altos Community Center:** Parking lot on Hillview Ave.
 - **Garden House/Patriot's Corner:** Parking lot.
 - **Grant:** Behind the multi-use room kitchen.
- Additional trash bags can be provided if needed.

K. GOOD NEIGHBOR POLICY

The facility you are using borders on a residential area. During your activity, please consider these neighbors and control your noise volume inside the building or in the picnic area. Doors should be kept closed except while entering or exiting the building whenever music is being played, either amplified or acoustic. Your consideration and cooperation is appreciated. Amplified music of any sort in the park or picnic areas is NOT permitted.

Noise Ordinance: Activities held in city of Los Altos facilities must conform to the standards and regulations for Noise and Vibration Control as set forth by the City Noise Ordinance No. LAMC 6.16.050.

L. MISCELLANEAOUS INFORMATION

- **VEHICLES** are restricted to appropriate parking spaces. Loading and unloading is restricted to the parking lot areas only.
 - **BOUNCE HOUSES** are not permitted in any city of Los Altos park.
 - **OVERNIGHT** use is not permitted in any city-owned facilities.
 - **SMOKING** is prohibited anywhere in a recreational area, the civic center campus or in any parking area.
 - **STORAGE** is not allowed without express permission of the Recreation Supervisor. This includes storage before and after the event anywhere on city property (inside and outside of facilities). Items stored without permission will be disposed of, and the full security deposit will be withheld.
1. **PATRIOT CORNER** additional information:
 1. **ELECTRICITY** is not available at Patriot Corner.
 2. **AMPLIFIED SOUND** is not permitted in Patriot Corner at any time. Violators will forfeit up to 100% of deposit.

M. EMERGENCY PHONE LIST

Please call the following in order if there are any facility issues:

1. For facility issues, please call the Parks & Recreation Front Office at (650) 947-2790.
2. In the event there is no answer from Parks & Recreation Front Office, please call Facilities Coordinator at (650) 947-2712.
3. If the office or immediate staff does not answer, please call the Los Altos Police department at (650) 947-2770.