

City of Los Altos
Parks & Recreation Department



FACILITY RENTAL AND USAGE
POLICIES AND PROCEDURES

INDOOR AND OUTDOOR FACILITIES

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GENERAL RENTAL INFORMATION

Rental facilities may be viewed during regular business hours by appointment. To make an appointment, please call the Parks & Recreation Department Front Office at 650-947-2790. Facility Use Application and Rental Agreement packet can be found online or at the Los Altos Community Center. Applications may be submitted in person, by mail, email, or fax.

In Person/Mail	Fax Application	Email PDF of Application
Attn: Facilities Coordinator Los Altos Community Center 97 Hillview Avenue Los Altos, CA 94022	(650) 947-2837	rec-info@losaltosca.gov Attn: Facilities Coordinator

- **Los Altos Community Center** (Multipurpose Spaces, Fields, and Bocce Ball Courts)
 - 97 Hillview Avenue, Los Altos, CA 94022
 - Available for Rental 8am – 11pm
- **Grant Park and Community Center** (Picnic Area, Field and Multipurpose Spaces)
 - 1575 Holt Avenue, Los Altos, CA 94024
 - Available for rentals 8am – 11pm
- **San Antonio Club** (Birthdays)
 - 647 North San Antonio Road, Los Altos, CA 94022
 - Available for rentals and birthday packages 8am – 11pm
- **Shoup Park Garden House** (Multipurpose Space)
 - 400 University Avenue, Los Altos, CA 94022
 - Available for rentals 8am – 11pm
- **Shoup Park Patriot Corner** (Picnic Area)
 - 400 University Avenue, Los Altos, CA 94022
 - Available for rentals: 8am – 2pm, 3pm – 8pm or 8am – 8pm
- **Veterans Community Plaza** (Picnic Area)
 - Corner of Main Street and State Street, Los Altos, CA 94022
 - Available for rentals: 7am – 3pm, 3pm – 11pm or 7am – 11pm
- **Rosita Park** (Fields, Tennis, Snack Shack)
 - 401 Rosita Avenue, Los Altos, CA 94024
 - Park Hours: 6am – 9pm
 - Athletic Fields and Courts available for rental 8am – 9pm (Daylight permitting)
- **Athletic Facilities**
 - Gymnasiums – Egan Junior High School, Blach Junior High School
 - Tennis Courts – Montclair Park, Marymeade Park, McKenzie Park, Rosita Park
- **Parks and Picnic Areas** (Not available for Reservation)
 - Heritage Oaks Park (Neighborhood Park, Picnic Area)
 - Marymeade Park (Neighborhood Park, Picnic Area)
 - McKenzie Park (Neighborhood Park, Picnic Area)
 - Redwood Grove Nature Preserve (Shoup Park)

RESIDENT NONPROFIT ORGANIZATION TIMELINE

For on-going reservations that include multiple dates, organizations may submit facility reservation applications on a quarterly basis. Los Altos based nonprofits must submit a letter verifying current nonprofit status.

For Nonprofit Meetings In:
January-March
April-June
July-September
October-December

Nonprofit Application Accepted:
December 1
March 1
June 1
September 1

FACILITY USE RULES AND REGULATIONS

PRIORITIES

To provide for public activities in the best interest of the community, City facilities will be reserved in accordance with the following group priorities:

Priority I.	City administered programs
Priority II.	Approved co-sponsored groups which are principally composed of residents (51% or more), public schools located in Los Altos, governmental agencies
Priority III.	Nonprofit groups that are organized for recreational, social, cultural, religious, or civic purposes, and whose membership is principally composed of residents (51% or more) and who are based in Los Altos
Priority IV.	Any other group, business, school, or individual resident of the City of Los Altos
Priority V.	Any non-resident group, business, or individual

RESERVATIONS/APPLICATIONS

- A completed and signed application, with deposit, must be submitted to start the reservation process.
- Reservation applications may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.
- Permits are required for usage of all City facilities.
- Permits for use of City facilities (indoor and outdoor) shall be issued by the City upon the approval of City staff and shall be consistent with City regulations governing such use. No blanket or on-going permits will be allowed.
- The use of facilities must be consistent with other such use for City purposes and not interfere with the regular conduct of City programs. City sponsored programs shall receive priority over use by any other group or organization. The City reserves the right to preempt or revoke a permit (if previously issued) if for any reason it becomes necessary for the City to utilize said facility or facilities at the same time and cannot otherwise be managed. If and when such action is necessary, the City will give applicants as much advance notice as possible, as well as potential options for alternative venues if available.
- Applications for use of indoor City facilities and picnic areas will not be accepted more than one year to the date prior to proposed use for priorities II-IV. Priority V applications will not be accepted more than 6 months prior to the proposed use. In cases where the earliest date to reserve a facility falls on a weekend (Saturday or Sunday) or City holiday, reservations will be accepted on the preceding weekday. Should the preceding weekday be a City holiday, applications will be accepted on the prior workday.

- Online facility reservation requests will be accepted no less than 30 days prior to the event date. Any reservation requests submitted less than 30 days in advance must be submitted via paper application. All requests are subject to case-by-case approval.
- Final Payment for approved rentals is due 90 days in advance of rental date. All rental applications submitted within 90 days of the desired date will require full payment (deposit/rental fees/alcohol permit) at time of reservation.
- The City of Los Altos reserves the right to cancel permits due to non-payment by the designated due date.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- All applications for use must be signed by an adult (minimum of 18 years age) and said adult shall agree to be responsible for the facility use.
- The applicant or applicant designee must be present during the rental.
- Any falsification of information on the application will result in the loss of all fees, including the deposit.
- A confirmed rental must have the following:
 - A completed, signed, and approved Facility Use Application on file
 - Payment of security deposit and reservation fees
 - Certificate of Insurance (if required) 501 (c)(3) paperwork for nonprofit groups

FEES AND CHARGES

- No reservation will be accepted without the security deposit. The deposit is refundable after the rental date and will be returned in the same form the deposit was paid unless damages, additional maintenance or services were assessed. Security deposit refund checks are returned to the applicant listed on the Rental Application Form. Please contact us immediately should an address change occur.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX 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.
- Rental fees shall be paid at least 90 days in advance of the rental date or permit shall be declared invalid.
- The City of Los Altos provides the opportunity for nonprofit and civic organizations to apply for fee waivers for facility rentals. Fees for staff and insurance are not eligible to be waived. To seek a fee waiver, the rental applicant must submit a Fee Waiver Request Form with the Parks & Recreation Front Office at least 90 days prior to the proposed date of use. Fee waivers must be approved by the City Manager or their designee.

INSURANCE

- Depending on the nature of the event (i.e., alcohol being served, attendance at event, collection of money, youth function, fundraising event open to the public which includes presold tickets, etc.) security and/or liability insurance may be required at the renter's expense.
- Insurance will be required for events or activities that:
 - Serve alcohol

- Have 100 or more attendees AND are open to the public
 - Charge an admission fee, sell products or services, or collect money on site
- 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 \$1,000,000 per occurrence/\$2,000,000 aggregate for the duration of the event. Premises/Operations and Personal Injury coverage shall be required. 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.

CANCELLATIONS AND CHANGES

- Cancellations must be requested in person or by email. The request must be submitted in writing. Phone cancellations will not be accepted. Photo identification is required for cancellations.
- 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 Recreation Manager 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.

FACILITY OPERATING REGULATIONS

- Groups composed of minors 17 years of age and under must be supervised by one (1) adult for every 15 minors. All activities must have adult supervision to ensure participants adhere to facility policies and procedures related to behavior and care of the facility. The adult in charge will be liable for damages or issues arising from the event.
- Use of portable barbecues or propane stoves is not allowed on City property unless prior approval is given by the Recreation Manager or authorized representative.
- Groups granted use of City facilities shall use them only for such purposes as specified in their facility use permit and shall limit use to the facility requested. Groups using additional facilities will be charged in accordance with the Fee Schedule and such charges may be deducted from the deposit.
- Groups may use approved facility equipment, provided it is not removed from the premises. Use of equipment must be specified in the Facility Use Application. City approval is required for removal or relocation of any equipment. All equipment must remain inside all designated facilities (i.e., tables, chairs, etc.).
- Based on the facility and type of event, a facility attendant may be assigned to open and close the facility, set up tables and chairs if necessary, and monitor the event to ensure compliance with policies and regulations.
 - The Facility Attendant may not always be present on site during the rental period.
 - The Facility Attendant is not responsible for supervision of guests, security, law enforcement, or conflict resolution.
 - The Facility Attendant, if present, is instructed to call 911 in the event of an emergency.

- The Facility Attendant, if provided, is responsible for control of lights, HVAC, set up of City owned audio/visual equipment, unlocking and locking the facility, room set up, and general maintenance. Facility Attendants are not responsible for loading supplies, placing decorations, waiting tables, removing trash, or assisting with renter's cleanup responsibilities.
- At the beginning of the rental, the applicant and facility staff shall meet to review the pre-facility inspection guidelines. Prior to leaving the facility, the applicant and facility staff shall confer and sign off on the facility inspection report.
- Any person, public or private firm, organization, or corporation that hosts a ticketed event for live entertainment shall make an announcement of the availability of emergency exits prior to the beginning of the live entertainment.
- Facility use shall not be granted to any group or individual, political or otherwise, that advocates the overthrow of the United States Government or the State of California by force, violence or other unlawful means or when, for any reason, the proposed use may not be in the interest of the City of Los Altos as determined by the City Manager or authorized representative, whose decision may be appealed to the City Council whose decision shall be final.
- No person, organization, or other legal entity shall be permitted to conduct bingo games within the city unless such persons, organizations, or other legal entities possess a valid permit and license issued pursuant to City of Los Altos ordinance 4.12. No application shall be accepted from any person, organization, or other legal entity not authorized to apply for the same under Penal Code Section 326.5(a). Organizations hosting bingo games or casino nights must obtain a permit from the Los Altos Police Department and must adhere to all regulations pertaining to such use as defined in the City of Los Altos ordinance 4.12. No minors are allowed to participate in bingo games and all bingo games must be open to the public.
- Concessions, other than City operated, will be subject to the approval of the City Manager or authorized representative and must possess a valid City of Los Altos Business License and any other applicable state, county or federal permits. Concessions will be defined as the sale of any food, beverage, souvenir item or service (i.e., face painting). Copies of said permits and licenses must be submitted a minimum of 45 business days in advance of the rental date. Food being sold to the public requires a Health Permit obtainable from the County of Santa Clara's Health Department and must be submitted to the City 30 business days prior to the rental date.
- The City of Los Altos is not responsible for accidents, injury, illness, or loss of group or individual property. The applicant agrees to indemnify at its own expense, and hold harmless the City, its officers, agents, volunteers, and employees from all costs, expenses, reasonable attorney fees, claims, liabilities or damages to persons or property that may arise during or be caused in any way by such use of occupancy of the facilities of the City of Los Altos. The applicant agrees to reimburse the City of Los Altos for any damage to said facilities occasioned by or growing out of the use herein requested and to abide by the rules and regulations governing such use of.
- City staff shall always have the right to unrestricted access to all facilities during all use. Groups found in violation of established City laws and ordinances or constituting a public nuisance may be required to leave the facility. The misuse of facilities, failure to conform to established regulations or other applicable City Ordinances, will be sufficient reason for termination of the function. Permits may not be transferred, assigned or sold.
- Subleasing is prohibited in all City facilities.
- Any group not abiding by all the Facility Use Rules and Regulations will forfeit entire rental deposit and paid rental fees.

SMOKING/VAPING

- By City Ordinance, smoking/vaping is not permitted in any City facility or park or within 25 feet of the facility.

ALCOHOL POLICY

- The consumption of alcohol is prohibited in public parks within the city, including the immediately adjacent sidewalks, streets, and parking areas which abound such public park, except 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 and adjacent areas.

- 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 Offices – 100 Paseo de San Antonio, Rm 119, San Jose CA, 95113 (408) 277-1200, SNJDirect@abc.ca.gov
- Alcohol is prohibited in the Juniper room at LACC and at the San Antonio Club. If alcohol is found present at the event, the event will be shut down and no refund will be given.
- Serving or selling alcohol must cease one hour prior to the rental end time as stated on the permit.
- Under no circumstances shall persons under the age of 21 be served, sold, or allowed to consume alcoholic beverages.
- If a renter is serving/selling alcohol, the renter is responsible and potentially liable for the safety of the guests at the event who are under the influence of alcohol. The renter should maintain strict control over alcohol service and ensure the guests are able to return safely home after the event. This is not the responsibility of the Facility Attendant.

SET UP/CLEAN UP

- The rental applicant is not allowed to alter any indoor facility
- Decorations:
 - Nails, staples, and screws are NOT permitted. Only painter's 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.
 - 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.
 - Balloons: All balloons must be removed at the end of event. Any fees incurred by the city for the removal of balloons will be charged to the renter's security deposit.
- The rental applicant shall report any unsafe condition to Recreation staff immediately and suspend activities until corrections or repair has ensured that the situation is safe for participants or spectators.
- City facilities must be protected by the user from damage or mistreatment. Groups using City facilities must be responsible for the condition in which the facility and its equipment are left.
- Groups must leave the facility free of litter such as paper, food or drink. Trash must be placed in the appropriate receptacles or taken to the dumpster. Tables must be cleared, and decorations removed.
- Failure to leave the facility in the condition it was in prior to the rental may result in a cleaning penalty. Clean up penalties are charged based on the discretion of City staff. If after an activity, additional maintenance is required other than what is considered normal and/or equipment is left damaged, the user group will be charged accordingly.
- The kitchen must be thoroughly cleaned, if used. Recreation staff shall provide the cleaning supplies necessary for vacuuming/mopping floors, wiping down surfaces and emptying garbage cans. Completion of a Kitchen cleaning checklist must be completed prior to the end of the rental period. See below for more kitchen usage information.

- Renters must check in and out with staff and complete a pre and post inspection form upon arriving/leaving the facility.

LOS ALTOS COMMUNITY CENTER FREE CONFERENCE ROOMS (BUCKEYE & MADRONE)

The two small conference rooms in the Los Altos Community Center (Buckeye and Madrone) are free to use. A reservation is required to reserve a room. To provide everyone an opportunity to use these free rooms, reservations are limited to one 2-hour period per day. Seating capacity is 6 per room. Reservations can be made online at or in person at the Los Altos Community Center.

KITCHEN USAGE

Kitchens are available at:

- Los Altos Community Center – Commercial kitchen usage included with rental of Grand Oak room. Kitchen can also be rented separately if no event is scheduled in the Grand Oak room.
 - Grant Park – Kitchen usage included with rental of Grant Park Multipurpose room.
 - Garden House – Kitchen usage included with rental of Garden House.
- Renters wishing to use the kitchen must inform City staff of what specific usage is requested when making a reservation.
 - Temporary food service permits are required if food is being served to the public. Applications and information on temporary food service permits can be found at [Temporary Events - Consumer Protection Division - County of Santa Clara \(sccgov.org\)](https://www.sccgov.org/Temporary-Events-Consumer-Protection-Division)
 - If use of the equipment (ovens, dishwashers, stove, grill, warmers, coffee maker, microwave) is needed, the renter must talk with Staff about the equipment that will be used. The person that will be using the equipment must be properly trained and instructed. Individuals under 18 cannot touch or operate any equipment. The properly trained renter should be the only person operating the equipment.
 - Renters must provide their own serving ware, utensils, dishware, and cookware. These items are not available for renters to use.
 - There may be food and supplies stored in the kitchen for City programs or events. These items are not for renter's use. If food, supplies, or equipment are missing from the kitchen, the renter will be charged the actual cost for the items.
 - The renter must clean the countertops, stove tops, ovens, microwaves and floor. All renter's food and beverages must be removed from refrigerator/freezer and sinks must be free of dishes and all food debris.
 - All garbage must be bagged and removed to an exterior dumpster.
 - Before leaving, the renter is responsible to make sure that the equipment is turned off, refrigerator and freezer doors are shut, and the microwave and coffee maker are unplugged.
 - Any damages to equipment or supplies will be billed to the renter. Any other costs related to the organization's use of the kitchen will be billed back at the actual cost.

STORAGE POLICY

The Parks & Recreation Department has a very limited amount of storage available. All storage requests will be evaluated on a case-by-case basis based on priority and availability.

Limited storage is available at:

- The Los Altos Community Center (Birch, Maple, Kitchen, Outside Storage)
- Grant Park Multi-purpose room
- Garden House
- Egan Gym
- Blach Gym
- Rosita Park

PRIORITIES

1. Internal programs and City sponsored events.
2. Contract classes
3. Regular resident renter groups who serve youth (resident groups must have 51% of their participants Los Altos residents) **Regular users are defined as renters who use a specific facility at least once a week over a three-month period (quarter).**

There is no storage available for one-time or periodic renters.

REQUESTS

- Requests may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.
- Request must be submitted at least 30 days in advance of when storage is needed.
- Requests will be evaluated on a case-by-case basis.

REGULATIONS

- No additional storage units can be added inside or outside a facility or park.
- All items stored must be actively used for current programs.
- All safety and fire codes must be observed. Storage is not allowed where it may block access panels, emergency exits, or ADA access. Stored items must not pose a safety or tripping hazard.
- Stored items may only be kept in the space assigned by the Parks & Recreation Department.
- All stored items must be kept orderly and must be put away at the end of each use. Small items must be kept in containers (boxes, bins, etc.).
- Everything stored must be labeled with the name of the group or renter. Unlabeled items will be disposed of.
- The City is not responsible for lost/stolen/damaged items in storage spaces.
- Permission is always required to enter City facilities. During non-business hours, storage access may be limited. Access is not allowed when another program or event is in progress.
- Once approved, storage is allowed between the start and end dates listed on the permit only. All stored items must be removed by the final date on the permit unless special arrangements have been made with the Parks & Recreation Department. Uncollected items will be disposed of.

PICNIC AREA USAGE POLICIES AND PROCEDURES

RESERVATION PROCEDURES

Picnic areas at Patriot's Corner in Shoup Park, and Grant Park are available for reservation. All other picnic tables and grills are available on a first come first serve basis.

- A completed and signed application, with deposit, must be submitted to start the reservation process.
- Reservation applications may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.
- Picnic reservations must be made at least 3 business days in advance.
- Final Payment is due 14 days prior to the rental date. Any applications accepted within 14 days of a rental date will 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.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- 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 5 business days after the reservation date to initiate the credit.

GENERAL PICNIC POLICIES

- All picnic reservations are reserved in time blocks. The time blocks are 8am-2pm for a morning rental, 3pm-8pm for an afternoon rental, and 8am-8pm for a full day rental.
- There are no discounts for Non-Profit 501(c)(3) groups.
- A security deposit of \$500 is required for all picnic rentals to ensure that the picnic area is returned to its original condition.
 - The security deposit must be paid when the application is submitted.
 - The full security deposit will be returned within 30 days after the event if the picnic area is found in satisfactory condition and the event did not exceed the rental period.
 - If the picnic area is not returned to its original condition, or the event time is extended beyond the rental period, the renter will be notified within 5 business days of any additional charges incurred. The renter is responsible for any additional charges related to but not limited to, any property damage or required maintenance. 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 responsibility in returning the picnic area to its original condition.
- All City of Los Altos parks and facilities are multi-use facilities. The City of Los Altos reserves the right to use or rent all areas of the park or facility simultaneously.

CANCELLATIONS AND CHANGES

- Cancellations must be requested in person or by email. The request must be done in writing. Phone cancellations will not be accepted. Photo identification is required for cancellations.
- 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 changes is contingent on availability.
- Security deposits for canceled picnic reservations will be returned in full.

GOOD NEIGHBOR POLICY

The Picnic Area you are using borders a residential area. During your activity, please consider these neighbors and control your noise volume in the picnic areas and parking lot.

NOISE ORDINANCE

Activities held in the City of Los Altos 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.

ALCOHOL POLICY

- 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 Offices – 100 Paseo de San Antonio, Rm 119, San Jose CA, 95113, (408) 277-1200, SNJDirect@abc.ca.gov

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.
- Renters are responsible for ensuring caterers and food truck services have the proper licenses and documentation to operate in the City of Los Altos.
- 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 in order 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 one parking space.
- 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.

CLEAN UP REQUIREMENTS

- Clean up includes removing all trash in and around the picnic areas and wiping down tables and benches to remove any food/drink residue. All decorations, banners and string must be removed from the picnic area.
- All trash and recyclables should be thrown away in the dumpsters if they do not fit in the park trash cans.

EMERGENCY PHONE LIST

- Monday – Friday, 8am – 5pm: Parks & Recreation Front Office (650) 947-2790
- After hours or weekends: Staff On-Call number (650) 947-2676
- After hours or weekends: Police Department Dispatch/non-emergency (650) 947-2770

TENNIS COURT USE POLICIES AND PROCEDURES

The Los Altos Parks & Recreation Department handles reservations for all City tennis courts. The courts available are:

<u>PARK NAME</u>	<u># OF COURTS AVAILABLE</u>
Marymeade	3 lighted
McKenzie	2 lighted
Montclair	2 lighted
Rosita	3 without lights

The Los Altos High School tennis courts are reserved through the Mountain View/Los Altos Union High School District.

TENNIS COURT RESERVATION PROCEDURES

Reservation requests are required for any user's exclusive use of tennis courts. We will not reserve all tennis courts in any park to a user. One court will always be left open for public drop-in use.

Tennis court reservations are not available during peak hours. Peak hours are Monday-Friday from 5pm – 9pm and Saturday/Sunday/Holiday from 8am – 12pm (noon).

- Users must complete a reservation application and pay all fees prior to use.
- Reservation applications may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.
- Reservations will not be approved until our Parks & Recreation staff has referenced the group and private lesson schedule and approved requested times. Please allow up to 7-10 business days to find out if your use is approved.
- Reservations are contingent upon availability of space.
- 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 tennis court(s). In the case of extended or ongoing use of the courts a payment schedule may be developed over the period of use.
- Rental fee is based on total hours of use multiplied by the hourly rate. All fees are due at the time of reservation.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- Receipt for all tennis court reservations will be given to the applicant upon payment. This receipt is to be used as proof of approved request.
- Refunds / Transfers: Refunds will not be granted for any cancellations of tennis court reservations. Reservations are non-transferable.

TENNIS COURT RENTAL FEES

Resident Organizations/Groups/Individuals:	\$9 per hour per court Resident nonprofit
organization:	\$7 per hour per court

TENNIS COURT RESERVATION PRIORITY

The courts are reserved to groups with the following priorities:

1. Los Altos Parks & Recreation Department
2. Los Altos School District Programs
3. Los Altos Youth Sports Organizations/Groups/Individuals
4. Los Altos Adult Organizations/Groups/Individuals

TENNIS COURT RESTRICTIONS

All Los Altos Police Department Municipal Codes/Regulations and Los Altos Parks & Recreation Department regulations apply to all City courts.

- No vehicles are permitted in any park except in approved parking areas.
- Alcohol is not allowed on tennis courts.
- No dogs are allowed on tennis courts.
- Users must pick up and remove any trash generated by their activity.

MISCELLANEOUS INFORMATION

- 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 Dispatch/Non-Emergency Line at (650) 947-2770 and report the problem. An on-call city staff member will respond when appropriate.
- It is your responsibility to leave the facility clean.
- Public restrooms are open at McKenzie and Marymeade for your convenience. Please monitor your group's restrooms use during and after your event and clean up as needed.
- Misuse and/or failure to follow guidelines may result in discontinued use and/or suspension of future use.
- If you have further questions about tennis court reservations, please call the Parks & Recreation Front Office at (650) 947-2790.

BOCCE BALL COURT USE POLICIES AND PROCEDURES

There are 2 bocce ball courts available for rental at the Los Altos Community Center.

BOCCE BALL COURT RESERVATION PRIORITY

The courts are reserved to groups with the following priorities:

1. Los Altos Parks & Recreation Department
2. Rentals
3. Drop-in play

RESERVATION PROCEDURES

A reservation is required to guarantee exclusive use of the bocce ball courts.

Reservations are available:

- Monday through Thursday 5pm – 9pm
- Fridays 8am – 9pm
- Saturday and Sunday 8am – 9pm
- Reservation applications may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.
- Rental fee is based on total hours of use multiplied by the hourly rate. All fees are due at the time of reservation.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- A receipt for all bocce ball court reservations will be emailed to the applicant upon payment. This receipt is proof of approved request.

- Refunds will not be granted for any cancellations of bocce ball court reservations. Reservations are non-transferable.

BOCCE BALL FEES

Resident Organizations/Groups/Individuals:	\$9 per hour per court
Non-Profit Resident Organizations	\$7 per hour per court

BOCCE BALL COURT RESTRICTIONS

All Los Altos Police Department Municipal Codes/Regulations and Los Altos Parks & Recreation Department regulations apply to all City courts. Please take special note of the following:

- No vehicles are permitted in any park except in approved parking areas.
- No dogs are allowed on bocce ball courts.
- Users must pick up and remove any trash generated by their activity.
- No food or beverages are allowed on the courts.
- Alcohol is not allowed **on** the courts.
- Games should be limited to 12 points when users are waiting for a court.

BOCCE BALL EQUIPMENT

- Bocce ball equipment is available for use for drop-in use and reservations.
- Equipment is kept in a locked shed near the courts. The key must be checked out at the Los Altos Community Center front desk during business hours (M-F, 8am – 5pm).
- All equipment must be returned to the shed at the end of use. The shed must be locked, and the key must be returned to the front desk. After business hours, the key may be dropped in the key drop box that is located next to the shed.
- A replacement fee will be incurred for lost or damaged equipment.
- A \$25 fee will be incurred for failure to return the equipment key.

MISCELLANEOUS INFORMATION

- 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 Dispatch/Non-Emergency Line at (650) 947-2770 and report the problem. An on-call city staff member will respond.
- It is the responsibility of the renter(s) to leave the courts clean and free of litter, and to return furniture to its original location
- Restrooms and drinking fountains are available inside the Los Altos Community Center or next to the Bus Barn Theatre.
- Misuse and/or failure to follow guidelines may result in discontinued use and/or suspension of future use.

If you have any further questions about bocce ball court reservations, please call the Parks & Recreation Front Office at (650) 947-2790.

PUBLIC BASKETBALL COURTS

- Basketball Court hours are dawn-dusk daily.
- Basketball Courts are for recreational purposes and are available on a drop-in basis. Courts should be used in two-hour increments and must be forfeited after two hours if another group/individual is waiting.
- Amplified music including car and portable radios are prohibited.
- The Los Altos Police Department may stop basketball play based on complaints.

SPECIAL EVENTS

- All Special Events require a permit from the Los Altos Police Department. The City of Los Altos defines a Special Event as:
 - Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the city which does not comply with applicable traffic regulations, laws or controls; or
 - Any organized assemblage of one hundred fifty (150) or more persons at any public place or property which is to gather for a common purpose under the direction or control of a person; or
 - Any other organized activity involving one hundred fifty (150) or more persons conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, public property and which may require the provision of city public services in response thereto.
 - Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.
- The rental applicant is required to submit a Special Event/Activity Application to the Police Department no less than 60 days prior to the event.

ATHLETIC FIELD USAGE POLICIES AND PROCEDURES

Our athletic fields are an essential component in fostering a love of recreational play. This policy is established to ensure that the athletic fields are utilized for recreational, cultural, educational, social and community service functions which meet the needs of our community.

ATHLETIC FIELDS INVENTORY

Soccer Fields

Rosita Park
Hillview Soccer
Grant Park

Baseball Fields

Rosita Park
Hillview Baseball

Hillview Park Soccer

- Located on Hillview Avenue off of South San Antonio Road, this natural turf athletic field allows for a full-size soccer field. It also has soccer goals.



Hillview Park Baseball

- Located on Hillview Avenue off South San Antonio Road and next to the Los Altos History Museum, this natural turf athletic field allows for U12 baseball. Base distance is 60' and has bleachers for spectator seating.



Grant Park Soccer

- Located on Holt Avenue and Grant Park Lane, this natural turf athletic field features a full- size soccer field with goals.



Rosita Park Baseball/Soccer

- Located on Rosita Avenue off Campbell Avenue, this natural turf athletic field can be used for baseball and soccer. Base distance is 80' and has bleachers for spectator seating. Athletic field also allows for a full-size soccer field, and 2 smaller soccer fields for U6 – U8.



RESERVATION PROCESS

- Reservations are required for the use of all City owned athletic fields.
- Fields are reserved for a six-month period noted in the allocation timeline.
- To request a reservation, complete a reservation application and pay all fees prior to use.
- Reservation requests for fields 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.
- 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 field(s).
- **PAYMENT OPTIONS:** Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- A receipt for all outdoor athletic facility reservations will be given to the applicant upon payment. This receipt is to be used as proof of approved request.
- **Refunds/Transfers:** Refunds will not be granted for any cancellations of field use reservations. Reservations are non-transferable.

RESERVATION APPLICATION

- You must submit separate applications for practices, games and tournaments. The requested times should accurately reflect actual athletic field use. Please see Appendix B.
- A completed Athletic Field Reservation Application(s) must be submitted to the Facilities Coordinator.
- Reservation applications may be submitted by email, fax, mail or in person. Email applications to rec-info@losaltosca.gov, fax to (650) 947-2738, mail or submit in person to the Parks & Recreation Front Office at 97 Hillview Avenue, Los Altos, CA 94022.

RESERVATION FEES

Rental fees for the athletic fields are outlined below.

<u>Group Type</u>	<u>Fields</u>
Resident Non-Profit	\$25 per hour per field
Resident	\$50 per hour per field
Non-Resident	\$60 per hour per field
Rosita Park Snack Shack	\$200 per event

All User Groups will be invoiced for use and full payment is required by mid-season.

SPECIAL EVENTS

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 fundraiser, special needs, i.e., restrooms, amplified sound, etc., contact names and phone number.

FIELD USAGE REGULATIONS

- To preserve the grass on City athletic fields, practices should be conducted in a manner that utilizes varying sections of the field. Rotating areas of use will help to minimize erosion and damage to any one area.
- League Coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of the Los Altos Parks & Recreation policies and procedures regarding field rentals and usage.
- Contact information for facility issues:
 - Monday – Friday (8am – 5pm), Parks & Recreation Front Office (650) 947-2790
 - After hours or weekends
 - Staff on-call (650)-947-2676
 - PD Dispatch/non-emergency (650) 947-2770
- User Groups are responsible for the cleanliness of the athletic fields/courts, dugouts and stands. Users must remove any trash generated by their activity.
- There is to be no use of any field after sunset.
- Field activity at Hillview must end by 7pm when there are Bus Barn Theater productions.
- User Groups cannot charge entry fees without prior authorization from the Los Altos Parks & Recreation Department.
- Field users must abide by all parking laws when parking in or around the athletic fields. The City of Los Altos is not responsible for any personal property loss or damage to vehicles. No vehicles are permitted in any park except in approved parking areas.
- User Groups must give a 24-hour notice for cancellation of games by calling (650) 947-2790. Please leave a message should you be unable to speak to a live person.
- Respect neighbors, City Staff and other field/park users always.

ALLOCATION PROGRAM

Due to the limited number of available athletic fields, the Parks & Recreation Department has established criteria for priority use.

PRIORITY RANKING

1. Los Altos Parks & Recreation Department programs and events
2. Los Altos School District sponsored programs
3. Los Altos Parks & Recreation Department recognized youth groups/organizations
4. Los Altos based non-profit groups/organizations
5. Los Altos Residents
6. Non-Resident

SEASON PRIORITY

- During the Spring/Summer season of February 1 – July 31, priority will be given to baseball and second priority to soccer. All other sports will be given third priority.
- During the Fall/Winter season of August 1 – December 31, priority will be given to soccer and second priority to baseball. All other sports will be given third priority.

ALLOCATION TIMELINE

<u>Season</u>	<u>Period</u>	<u>Applications Due</u>
Spring/Summer	February 1 – July 31	December
Fall/Winter	August 1 – December 31	June

RECOGNIZED GROUPS/ORGANIZATIONS

American Youth Soccer Organization 43 & 45 (AYSO)

The American Youth Soccer Organization (AYSO) is a nationwide non-profit that develops and delivers quality youth soccer programs in a fun, family environment. AYSO was first established in the Los Angeles area in 1964 with 9 teams. Today, AYSO has more than 50,000 teams and more than 650,000 players. It also employs 50 people at its National Support and Training Center in Hawthorne, California.

Region 43

Region 43 delivers regional soccer to approximately 800 players from K – 12 schools in north and central Los Altos, and other surrounding areas. Participants ages 5 – 18 are welcome to join our competitive season which runs annually from August to November. The Region’s efforts are supported by more than 400 volunteers who work throughout the year to bring AYSO soccer to the Los Altos community. Region 43 is an all-volunteer organization.

Region 45

Region 45 delivers regional soccer to approximately 2,000 players from K – 12 schools in Mountain View and south Los Altos and other surrounding areas. Region 45 is an all-volunteer organization.

Mountain View Los Altos Soccer Club

The Mountain View Los Altos Soccer Club (MVLA) has been serving Mountain View, Los Altos and Los Altos Hills since 1972. Steeped in tradition with a large number of noteworthy alumni, MVLA has over 80 teams ranging from U8 to U18 with over 1,100 participants. MVLA is affiliated with California Youth Soccer Association, US Club Soccer and the San Jose Earthquakes. The organization also offers scholarships and other programs in the Los Altos Community.

Red Star Soccer

Red Star Soccer is a non-profit and educational organization whose mission is to foster the physical, mental and emotional growth and development of our youth through the sport of soccer. They are a community value driven organization that follows the core values of integrity, passion, community, excellence, fair play and fun.

Los Altos Little League

Los Altos Little League has been providing a rewarding athletic and social experience for Los Altos and Los Altos Hills families for over 50 years. Our volunteer supported organization is proud to provide top-notch training in baseball and softball skills to participants ages 5 – 16.

Los Altos – Mountain View PONY

Los Altos – Mountain View PONY baseball (LA-MV) is one of the most successful youth sport programs in the San Francisco Bay Area. We are the largest and most comprehensive baseball program in Northern California. Registration grew to an all-time high of 1,100 players in 2005. Our organization consistently registered nearly 1,000 participants each year since.

NEW GROUPS/ORGANIZATIONS

To become a recognized youth group/organization with the Parks & Recreation Department the group/organization must meet the following requirements and submit the proper paperwork:

- Recognized non-profit 501 (c)
- Minimum of 300 participants

The youth group/organization must submit a formal written request to the City of Los Altos. The formal request will be forwarded to the Parks & Recreation Commission for review and consideration. At a regularly scheduled Commission meeting, the youth group/organization will be invited to formally present their request. Once the presentation is complete, the Commission will approve or deny the status change. If the request is approved, the status change will be reflected in the next scheduled season and the Recognized Priority will be updated.

ATHLETIC FIELD ALLOCATION MEETING

A designated representative of the User Groups will be required to attend the Athletic Field Allocation Meeting to be considered for athletic field use. For permit use during the Spring- Summer season of January 1 – July 31, the meeting will be held in November. For permit use during the Fall-Winter season of August 1 – December 31, the meeting will be held in May.

The meetings will highlight topics such as athletic field maintenance schedule, upcoming special events/circumstances, and a review of the previous year. Parks & Recreation staff will be in attendance to discuss field issues.

CONFLICTS

The Athletic Field Coordinator will use the Priority Ranking system during the allocation process. The User Groups will be allotted the number of fields according to availability and the ability to reasonably accommodate the number of Los Altos residents in the youth group/organization. In the event of a conflict between 2 or more eligible groups with the same Priority Ranking, the following process will be utilized:

- Both user groups/organizations will meet to resolve the conflict(s).
- Should no agreement be mutually reached, the Athletic Field Coordinator will assign field space by accounting for: the size of the youth group/organization, the number of Los Altos residents served, the youth group/organization's need and purpose, and the use of other agencies' fields.

REQUIRED FORMS

Every season, the User Groups should submit the following forms to the Athletic Field Coordinator:

- 501 (c) non-profit paperwork
- Liability Insurance
 - Must name the City of Los Altos as an additionally insured

- Must include certificate and the necessary endorsement
- Listed address should be 1 N San Antonio Road / Los Altos, CA 94022

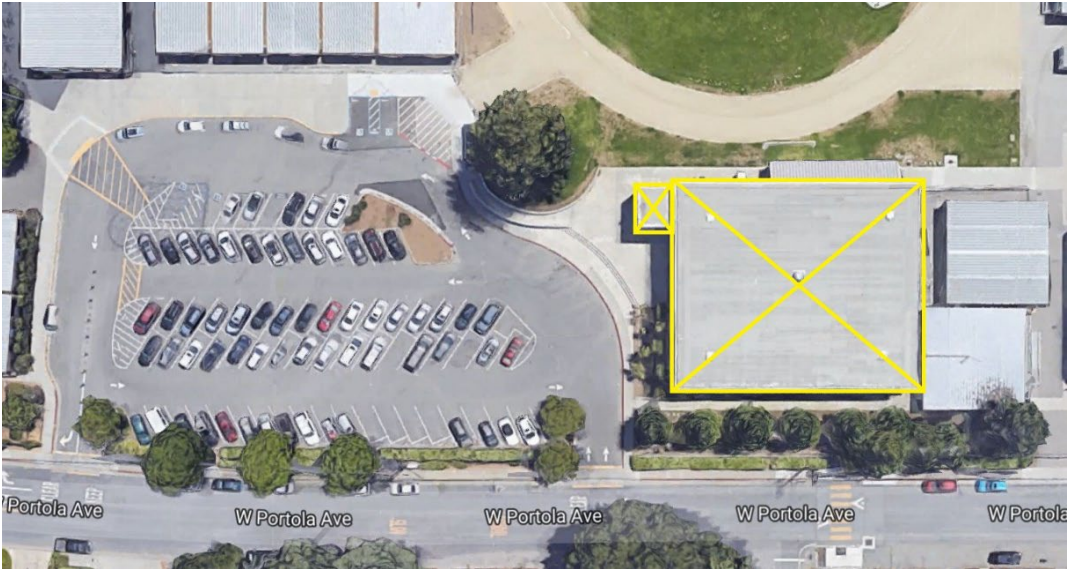
Failure to submit these forms will result in a suspension of your permitted field use.

GYMNASIUM USAGE POLICIES AND PROCEDURES

AVAILABLE GYM FACILITIES

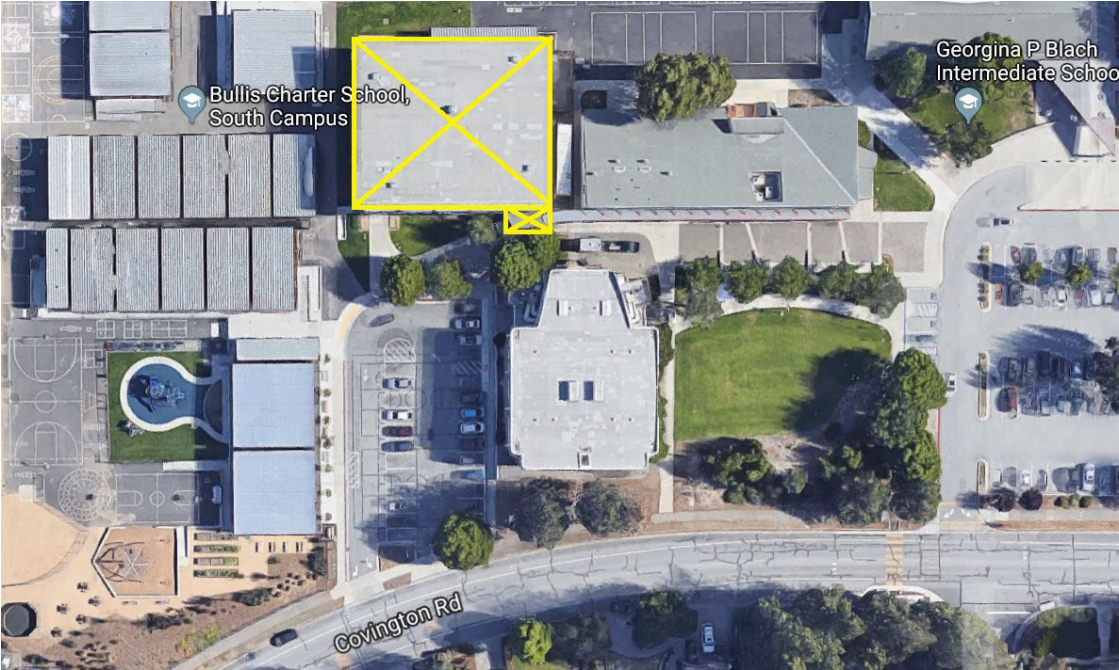
Egan Gym

- Located at Egan Junior High School, 100 W Portola Ave, Los Altos, CA 94022



Blach Gym

- Located at Blach Intermediate School, 1120 Covington Rd, Los Altos, CA 94024



ALLOCATION PROGRAM

Due to the limited number of available gyms, the Parks & Recreation Department has established criteria for priority use. Priority groups and classifications are identified in this handbook.

ALLOCATION TIMELINE

<u>Season</u>	<u>Period</u>	<u>Applications Due</u>
Spring/Summer	March 1 – August 31	January
Fall/Winter	September 1 – February 28	July

SEASON PRIORITY

Sports in season are considered to have priority according to the following:

<u>Season</u>	<u>Period</u>	<u>Sports in Season</u>
Spring/Summer	March 1 – August 31	Volleyball, Pickleball
Fall/Winter	September 1 – February 28	Basketball, Badminton

GYM BROKERING MEETING

A designated representative from each Returning/Continuing User-Groups will be required to attend the Gym Brokering Meeting to be considered for gym use for the upcoming season. For permit use during the Spring/Summer season of March 1 – August 31, the meeting will be held in February. For permit use during the Fall/Winter season of September 1 – February 28, the meeting will be held in August.

The meetings will highlight topics such as gym maintenance schedule, upcoming special events/circumstances and a review of the previous year. The Recreation Coordinator will be in attendance to discuss gym issues.

New User-Groups should not attend these meetings. Applications for User-Groups who have never rented gym facilities with the City of Los Altos may be submitted after the first day of the season: Spring/Summer (March 1st onward) and Fall/Winter (September 1st onward).

PRIORITY RANKING

Upon receiving applications during the submission window, gym usage time will be allocated according to the following priority ranking groups:

1. Los Altos Parks & Recreation Department programs and events
2. Los Altos School District sponsored programs
3. Los Altos Parks & Recreation Department Recognized Youth Groups/Organizations
4. Los Altos based non-profit groups/organizations (roster-based with non-profit paperwork)
5. Los Altos Residents: Main Contact Address must be within incorporated Los Altos
6. Non-Resident non-profit groups/organizations/individuals

RECOGNIZED GROUPS/ORGANIZATIONS

Recognized Youth Groups are defined as groups which have submitted requests to the City of Los Altos Parks & Recreation Commission and have been granted this User-Group status.

El Camino YMCA

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. YMCA is a spirit, a movement and a cause.

Their mission is to strengthen the community by improving the quality of life and inspiring individuals and families to develop their fullest potential in spirit, mind and body.

Foothill NJB

NJB Foothill National Junior Basketball (NJB) is a community-based, non-profit organization having separate boys’ and girls’ teams in third through eighth grade, as well as boys teams for high school age players. NJB is a competitive program, with emphasis placed on good sportsmanship, scholastic achievement, and skills development.

NEW GROUPS/ORGANIZATIONS

To become a Recognized Group/Organization with the Parks & Recreation Department the group/organization must meet the following requirements and submit the proper paperwork:

- Recognized non-profit 501 (c)

The youth group/organization must submit a formal written request to the City of Los Altos. The formal request will be forwarded to the Parks & Recreation Commission for review and consideration. At a regularly scheduled Commission meeting, the youth group/organization will be invited to formally present their request. Once the presentation is complete, the Commission will approve or deny the status change. If the request is approved, the status change will be reflected in the next scheduled season and the Recognized Group Priority will be updated.

CONFLICTS

The Recreation Coordinator will use the Priority Ranking system during the allocation process. The User-Groups will be allotted the number of gyms according to availability and the ability to reasonably accommodate the number of Los Altos residents in the youth group/organization.

In the event of a conflict between 2 or more eligible User-Groups with the same Priority Ranking, the following process will be utilized:

- Both youth groups/organizations will meet to resolve the conflict(s).
- Should no agreement be reached, the Recreation Coordinator will assign gym space using the following sub-priority within the initial priority rankings:
 - Youth groups have priority over adult groups
 - Recreational based programs have priority over club/travel programs
 - Number of members served by the organization shall be considered
 - Resident ratios according to submitted rosters shall be considered
 - Use of other agencies’ gyms shall be considered

GYM RESERVATION PROCESS

To complete the gym application process and be allocated usage time, you must complete the following steps as listed below.

RESERVATION APPLICATION

A completed Gymnasium Reservation Application(s) must be submitted to the Recreation Coordinator with separate applications for practices, games and tournaments. The requested times should accurately reflect actual gym use.

In Person/Mail	Fax Application	Email PDF of Application
Attn: Recreation Coordinator Los Altos Community Center 97 Hillview Avenue Los Altos, CA 94022	(650) 947-2837	Rec- info@losaltosca.gov Attn: Recreation Coordinator

RESERVATION FEES

Rental fees for the gyms are outlined below.

Group Type	Fee for ½ Gym	Fee for Full Gym	Security Deposit
Resident	\$85	\$140	\$500
Non-Profit Group	\$45	\$80	\$500
Non-Resident	\$110	\$180	\$500
Commercial Use	\$160	\$280	\$500

All Groups will be invoiced for use and are required to submit full payment before the start of the season to confirm all reservations of gym facilities.

REQUIRED FORMS

In addition to the reservation application with acknowledgment and understanding of Gymnasium Policies (please see Appendix B), User-Groups should submit the following updated forms to the Recreation Coordinator every season to be considered for priority-rankings. Failure to submit these forms will result in a suspension of your permitted gym use.

- 501 (c) non-profit paperwork
- Full Roster—previous season, This will be used to determine the percentage of Los Altos residents
- Liability Insurance (See appendix D)
 - Must name the City of Los Altos as an additionally insured
 - Must include certificate and the necessary endorsement
 - Listed address should be 1 N San Antonio Road / Los Altos, CA 94022

SPECIAL EVENTS

User-Groups may request special consideration for gym use for hosted tournaments and special events beyond the season. These requests must be made in writing and include: the purpose, specified date and time, location, specific gym, resident vs. non-resident service and special requests or needs. These requests should be directed to the Recreation Coordinator.

GYMNASIUM USAGE REGULATIONS

- It is the responsibility of the User-Group members to leave the facility clean. If the gym is left in an unacceptable condition (which includes cleanliness or the building left unlocked), user may be required to pay for services to clean or fix the condition.
- Restrooms are available at both Blach and Egan schools that are managed by the Los Altos School District. The keys available in each gym's respective lock box provide access to campus restrooms. It is the user'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.
- Only athletic shoes are allowed in the gyms. No black soled shoes allowed.
- Drugs, alcohol and tobacco products are not allowed in the gyms or on Los Altos School District property. Alcoholic beverages are prohibited in any gym or park - Los Altos Municipal Code Section 7.04.010(B).
- Except for water for participating athletes, absolutely no food or drinks are allowed in any of the gym facilities. This includes post game snacks.

- Rental fee is based on total hours of practices and games multiplied by the hourly rate. Refunds will not be granted for any cancellations of gym use reservations. Reservations are non-transferable.
- PAYMENT OPTIONS: Checks made payable to the City of Los Altos; Visa, MasterCard, Discover, or AMEX credit cards; cash payments made in person.
- Group/Organization Representatives, Coordinators, Presidents, etc. are directly responsible for informing members of the Los Altos Recreation policies and procedures regarding gym rentals and usage.
- Contact information for facility issues:
 - Monday – Friday (8am – 5pm) - Parks & Recreation Front Office (650) 947-2790
 - After hours or weekends
 - On call staff (650) 947-2676
 - PD Dispatch/non-emergency (650) 947-2770
- User-Groups cannot charge entry fees without prior authorization from the Los Altos Parks & Recreation Department.
- Respect neighbors, City Staff and other gym/park users at all times.