City of Los Altos

Recreation and Community Services

All applicants,

Thank you, for choosing the City of Los Altos for your next event facility rental! We look forward to helping you in making your experience as smooth as possible. Please use the guidelines below to help assist you for all required documents.

(A) All Applicants

- Page 1: Rental Application (Required)
- Page 2: Facility Rental Acknowledgement Checklist (Required)
- Page 3: Alcohol Permit Application (If needed)
- Page 4: Multiple Dates or Multiple Facility Rental (If needed)
- Page 5 & 6: Facility Use Policies and Regulation

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

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

Additional Required Documents (For Organizations):

- Non Profit (only): Scanned copy of 501(C)3 letter
- Residential Rate (If required): 50% of group is required to be considered a residential group.
    - A current membership roster must be submitted every six months. The roster must include member's full name, address, and city of residence. Information must be complete and accurate to qualify for residential rate.

Physical address: 400 University Ave | Mailing Address: 1 N San Antonio, Los Altos, CA 94022
Phone: (650) 947-2790 I Fax: (650) 947-2738
Email: rec-info@losaltosca.gov | Visit: www.losaltosrecreation.org

Los Altos Recreation & Community Services Department
Facility Use Application and Rental Agreement

Facilities for Reservation:

Multi-Purpose ◯ Los Altos Youth Center ◯ Grant Community Center ◯ Garden House

Party Packages ◯ Archery - Redwood Grove ◯ San Antonio Club

Picnic Areas ◯ Patriot Corner Picnic Area ◯ Grant Picnic Area ◯ Community Plaza

Reservation Information:

ROOM OR LOCATION	DATES REQUESTED	DAY OF WEEK	ENTER TIME	EVENT START TIME	CLEAN UP TIME	EXIT TIME

FREQUENCY OF EVENT

◯ One Time ◯ Multiple Dates

◯ N/A ◯ Daily ◯ Weekly ◯ Monthly

TYPE OF EVENT/ACTIVITY/PURPOSE **Attendance**

Music

◯ None ◯ Speakers ◯ DJ Set Up ◯ Live Band

Food and Beverages

◯ None ◯ Light Snacks ◯ Full Meal ◯ Catered

ADDITIONAL EVENT DETAILS

Event Open to Public: ◯ No ◯ Yes

Charging for Event: ◯ No ◯ Yes

Alcohol Served: ◯ No ◯ Yes ◯ Sold

Alcohol Permit is required if serving or selling alcohol

Contact Information

First Name

Last Name

Address

City State Zip Code

Primary Phone Number Secondary Phone Number

Email Address

Organization Information

Organization or Group Name

Email Address

Address

City State Zip Code

Primary Phone Number Secondary Phone Number

IRS Non-Profit Tax ID Number

Group Status ◯ Commercial ◯ Resident ◯ Non-Resident

2nd Contact Information

First and Last Name

Email Address

Primary Phone Number

Responsible Person Day of Event Information

First and Last Name

Email Address

Primary Phone Number

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:** _____

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

Time Received:_____

City of Los Altos Facility Rental Acknowledgement Checklist

Applicant Name: _____ Date: _____

Please initial each line in the blank space provided.

	Initial	
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 are 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 acousticalal ceilings. Only painter's blue masking tape may be used on walls. All decorations must be fire retardant. 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 the Los Altos Recreation and Community Services.
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 problems, please call the 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 working days following your rental date or your deposit will be held.**
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, facilitates or properties.**
15		**(San Antonio Club and Archery Party at Redwood Grove)** Alcohol is not allowed at any functions at the Underground, 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 INSTRUMENT are not permitted in any City parks and picnic areas at any time. 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:**

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, Youth Center 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 $72 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

(If Needed) Please use this page for multiple dates or multiple facility rentals

ROOM OR LOCATION	START DATE & (END DATE)	DAY OF WEEK (M, T, W, Th, F, S, Su)	SETUP TIME	Event START TIME	CLEANUP TIME	EXIT TIME

CITY OF LOS ALTOS

RECREATION & COMMUNITY SERVICES

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

FACILITY USE POLICIES AND REGULATIONS

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 or Discover credit cards; cash payments made in person.

Facility Rental Fees

- Indoor recreation facilities are rented on an hourly basis including event set-up and clean-up. This includes entry by a caterer, rental company, event planner, etc.

Security Deposit

A security deposit of either $250 or $500 is required for all rentals to ensure that the 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 and the event did not surpass the paid event time.
- 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.
- If the facility is not returned to its original condition, or if the event time is extended without 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, but not limited 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.

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. If alcohol is found to be present at the event, the event will be shut down with no refund given.

INSURANCE

Renter may be required to provide insurance for other uses or activities, if indicated on permit. Please see attached insurance requirements for details.

REFUND / CANCELLATION POLICY

Refunds for cancellation of a facility reservation will be granted as follows:

Los Altos Youth Center, Garden House, Grant Multi-Purpose Room, Community Plaza, San Antonio Club, and Picnic Areas:
(Note: All deposits will be returned in full if canceled in advance)

- Cancellations received 91 days in advance of the scheduled use will receive a full refund, minus a 10% cancellation fee.
- Cancellations received between 90 – 61 days will receive a refund of 50% of their hourly use fees.
- Cancellations received between 60 – 31 days will receive a refund of 25% of their hourly use fees.
- No refund will be provided if cancellation is requested less than 30 days prior to scheduled use.

Grant Community Center regular rooms: *(Note: All deposits will be returned in full if canceled in advance)*

- Cancellations received more than 14 days in advance of the scheduled use receive a full refund, minus a 10% cancellation fee.
- Cancellations received less than 13 days but more than 24 hours in advance will receive a refund of 50% of the hourly use fees.
- No refund will be provided if cancellation is requested less than 24 hours prior to scheduled use.

USE TIMES

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

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

PARK RENTALS

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

Patriot Corner:

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

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 merchandize sales.***
- Restore plaza area to its original condition.

ACCESS TO FACILITY

Access to the indoor facilities will be granted as follows:

- If the event is a private party held at the Garden House or the San Antonio club, a facility attendant will unlock the door to the facility, stay for the duration of your event, and lock the door at it's completion.
  For all other rentals, a key may be issued to the renter up to 3 days prior to the event if applicable. Keys for weekend events
- MUST be picked up at the Recreation Department Office by 5pm on the Thursday before the scheduled event. Keys must be returned to the Recreation Department Office on the Monday following the event. Keys returned after-hours and on weekends may be dropped into the Recreation Office key box, which is located on the fenced entrance at the Underground, 400 University Ave, Los Altos, CA 94022.

DECORATIONS

All decorations must be removed after the activity. Nails, staples, and screws are NOT permitted. Only painter's blue masking tape may be used on walls. Nothing may be hung from acoustical ceilings. Staples and pins may be used on bulletin boards ONLY. All decorations must be fire retardant.

CLEAN-UP GUIDELINES

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

Los Altos Youth 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. Do not leave food in the refrigerator.
  - 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.
- Dispose of all trash and recyclables in dumpsters provided, located in the following areas:
  - Youth Center: In the Driveway by the Kitchen
  - Garden House: Parking lot
  - Grant: Behind the kitchen
- Return all tables and chairs to their storage area.
- Turn off all lights, close all windows and lock all doors.

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, and in the parking lot. 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.

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.

MISCELLANEOUS 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.
- PATRIOT CORNER additional information:
  - ELECTRICITY is not available at Patriot Corner.
  - AMPLIFIED SOUND is not permitted in Patriot Corner at any time. Violators will forfeit between 50-100% of deposit.
- 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.

EMERGENCY PHONE LIST

For facility problems, please call the Recreation Office at (650) 947-2790 (Monday-Friday, 8am - 5pm).
On weekends, evenings and holidays, please call the Los Altos Police Department at (650) 947-2770.