CITY OF LOS ALTOS
Recreation and Community Services

FACILITY USE APPLICATION AND RENTAL AGREEMENT

Hillview Community Center   Grant Community Center   Garden House   Los Altos Youth Center (LAYC)

Birthday Package
Underground Teen Center   San Antonio Club   Bocce Ball & BBQ   Archery Party at Redwood Grove

Picnic Rental   *Other*
Patriot Corner Picnic Area   Grant Picnic Area   Community Plaza   Other:

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	TYPE OF EVENT		
							One Time Event Multiple Days		
							Reoccurring Event:		
							NA Daily Weekly Monthly		
							Days: Mon. Tue. Wed. Thu. Fri. Sat. Sun.		
							Week: 1st 2nd 3rd 4th 5th NA		

(For additional dates, please use Multiple Dates & Facility Page)

Type of Event/Activity: Attendance: Alcohol Served: No   Yes   Sold
                                       Attendance: *(Alcohol Permit is required if serving or selling alcohol)*

Music: No   DJ   Live Band   Charging for Event: No   Yes
Food/Beverages Served: No   Yes   If Yes,   Before   During Event   After
    If Yes,   Light Snacks   Meal   Open to Public: No   Yes

First Name	Organization Name
Last Name	Address
Address	City State Zip Code
City State Zip Code	Primary Phone Number
Primary Phone Number	Secondary Phone Number
Secondary Phone Number	Email Address
Email Address	Non-Profit: No Yes *(IRS Letter Required)* IRS Non – Profit Number:

2ⁿᵈ Contact

First Name	Last Name
Phone Number	Email

Responsible Person Day of Event: Email *(Required)*   Cell 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 of Applicant:	**Date:**

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 <u>NOT</u> 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 <u>DOES NOT</u> authorize the <u>SALE</u> 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. **(Underground, 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:**