



City of Los Altos

Recreation and Community Services

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 help assist you for all required documents.

(A) All Applicants

- Page 1: Rental Application (Required)
- Page 2 + 3: Facility Rental Acknowledgement Checklist (Required)
- Page 4: Alcohol Permit Application (If applicable)
- Page 5: Multiple Dates or Multiple Facility Rental (If applicable)
- Page 6-10: Facility Use Policies and Regulation
- Page 11: Fee Chart

(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 (For Organizations):

- Non Profit (only): Scanned copy of 501(C)3 letter

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

Los Altos Recreation & Community Services Department

Facility Use Application and Rental Agreement

Contact Information: First Name <input style="width: 90%;" type="text"/> Last Name <input style="width: 90%;" type="text"/> Address <input style="width: 90%;" type="text"/> City State Zip Code <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/> Primary Phone Number <input style="width: 90%;" type="text"/> Secondary Phone Number <input style="width: 90%;" type="text"/> Email Address <input style="width: 90%;" type="text"/>	2nd Contact Information First and Last Name <input style="width: 90%;" type="text"/> Email Address <input style="width: 90%;" type="text"/> Primary Phone <input style="width: 90%;" type="text"/>	Organization Information: Organization or Group Name IRS Non-Profit Tax ID# <input style="width: 70%; border: none;" type="text"/> <input style="width: 20%; border: none;" type="text"/> Email Address <input style="width: 90%;" type="text"/> Address <input style="width: 90%;" type="text"/> City State Zip Code <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/> Primary Phone Number Secondary Phone Number <input style="width: 70%; border: none;" type="text"/> <input style="width: 20%; border: none;" type="text"/>
Day of Event Contact First and Last Name <input style="width: 90%;" type="text"/> Email Address <input style="width: 90%;" type="text"/> Primary Phone <input style="width: 90%;" type="text"/>		

Los Altos Community Center <i>97 Hillview Ave, Los Altos CA, 94022</i> Grand Oak (Seated: 184, Theatre-Style: 220, Kitchen Included) Sequoia (Seated: 48) <i>Lobby</i> Manzanita (Seated: 36) <i>Kitchen Only</i> Apricot (Seated: 36) <i>Kitchen Add-on</i> Sycamore (Seated : 32) <i>Courtyard Add-on</i> Cedar (Seated: 15) Maple (Standing: 27) Birch (Seated: 24) Juniper (Seated: 20)	Grant Park and Community Center <i>1575 Holt Ave, Los Altos, CA 94024</i> Grant Multi-Purpose (Theatre: 150, Seated: 120) Classroom 1 (Seated: 30) Classroom 2 (Seated: 30) Classroom 3 (Seated 30) Grant Picnic Area (Capacity: 30)
Other Facilities Community Plaza (Capacity: 75) Archery Party at Redwood Grove San Antonio Club	Shoup Park and Garden House <i>400 University Ave, Los Altos, CA 94022</i> Garden House (Theatre: 130, Seated: 100) Patriot Corner Picnic Area (Capacity: 75)

Reservation Information:					
Type of Event/Activity/Purpose <input style="width: 90%;" type="text"/>			Attendance <input style="width: 90%;" type="text"/>		
Dates of Event <input style="width: 90%;" type="text"/>	Day of Week <input style="width: 90%;" type="text"/>	Set-up Time <input style="width: 90%;" type="text"/>	Event Start Time <input style="width: 90%;" type="text"/>	Clean-up Time <input style="width: 90%;" type="text"/>	Exit Time <input style="width: 90%;" type="text"/>

Additional Event Details: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Music: Speakers DJ Live Music </div>	Food & Beverages: Light Snacks Food Truck Full Meal Catered Alcohol Served No Yes <i>Alcohol permit is REQUIRED for serving or selling alcohol. Selling Alcohol requires an ABC License.</i>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Miscellaneous: Event Open to Public No Yes Charging for Event No Yes </div>
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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. 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 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.



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 \$104.50 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



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, Amex 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 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.

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 Community 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:

- Los Altos Community 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 and Grant 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.
- Patriot Corner and Grant Picnic Area 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 Los Altos Community Center, 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 Office by 5pm on the Thursday before the scheduled event. Keys must be returned to the Recreation 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 at the Los Altos Community Center next to the bocce courts, 97 Hillview Ave, Los Altos 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 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. 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:
 - Los Altos Community Center: Parking Lot on Hillview Ave
 - 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-Thursday, 8am - 5pm).

On weekends, evenings and holidays, please call the Los Altos Police Department at (650) 947-2770.

CITY OF LOS ALTOS FACILITY & PARKS
ALCOHOL AND INSURANCE REQUIREMENT
GUIDELINES FOR RENTAL GROUPS

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees or subcontractors.

Minimum Scope and Limits of Insurance

Coverage shall be *at least as broad as* Insurance Services Office Form CG 0001, covering **Commercial General Liability** (CGL) on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. **The City, its officers, officials, employees, and volunteers (CITY) are to be covered as insureds** with respect to liability arising out of liability arising out of the rental of the facility, including work or operations performed by or on behalf of the Renter and materials, parts or equipment furnished in connection with such work or operations.
2. For any claims related to the facility rental, the **Renter’s insurance coverage shall be primary** insurance as respects the CITY and any insurance or self-insurance maintained by the CITY shall be excess of the Renter’s insurance and shall not contribute with it.
3. The Insurance Company agrees to **waive all rights of subrogation** against the CITY for losses paid under the terms of any policy covering the facility rental or any activities of the Renter, his guests, agents, representatives, employees or subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Renter shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City *at least two days* before Renter commences activities.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance

In some cases the Renter's homeowners liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the City.

Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from City.

Special Risks or Circumstances

City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.



FACILITY RENTAL FEES FY21/22

All fees hourly unless noted with an asterisk ()*

	Max Occupancy	RESIDENT	NON-RESIDENT	NONPROFIT	COMMERCIAL
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Los Altos Community Center \$500 deposit required for Multi Purpose/\$250 Deposit for classrooms
Dining/Standing

Grand Oak	180/430	\$250	\$300	\$125	\$375
Sequoia	48/83	\$100	\$125	\$50	\$150
Manzanita	36/49	\$80	\$100	\$40	\$120
Maple	25	\$80	\$100	\$40	\$120
Birch	24/37	\$80	\$100	\$40	\$120
Apricot	36/49	\$80	\$100	\$40	\$120
Juniper	20/41	\$80	\$100	\$40	\$120
Sycamore	32/62	\$80	\$100	\$40	\$120
Cedar	16/61	\$80	\$100	\$40	\$120
Grand Oak Kitchen Add-On		\$50	\$75	\$25	\$100
Courtyard Add-On		\$50	\$60	\$25	\$100
Lobby		\$100	\$125	\$50	\$150

Grant Park Community Center

Grant Multi-Purpose Room	120 / 150	\$120	\$150	\$60	\$240
Classroom 1	30	\$50	\$60	\$40	\$100
Classroom 2	30	\$50	\$60	\$40	\$100
Classroom 3	30	\$50	\$60	\$40	\$100

Garden House

Garden House		\$120	\$150	\$60	\$240
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Tennis/Bocce Courts

McKenzie	Tennis	\$9	N/A	\$7	
Marymeade	Tennis	\$9	N/A	\$7	
Montclair	Tennis	\$9	N/A	\$7	
Rosita	Tennis	\$9	N/A	\$7	
LACC	Bocce ball	\$9	N/A	\$7	

San Antonio Club

San Antonio Club		\$120	\$150	\$60	\$240
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FIELDS

Hillview, Rosita, Grant	Baseball/ Soccer	\$50	\$60	\$25	N/A
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GYMS - Egan & Blach

Half Gym		\$85	\$110	\$45	\$160
Full Gym		\$140	\$180	\$80	\$280

OUTDOOR SPACES

Veteran's Community Plaza (*)					
Half Day	75	\$145	\$180	\$55	N/A
Full Day	75	\$220	\$275	\$90	N/A
Patriot Corner Picnic Area (*)					
Half Day	75	\$150	\$190	N/A	\$300
Full Day	75	\$220	\$275	N/A	\$440
Grant Picnic Area (*)					
Half Day	30	\$90	\$110	N/A	\$180
Full Day	30	\$120	\$145	N/A	\$245

BANNERS

Fremont/Grant - two weeks				\$336	
Lincoln Park 9 ft. - one week				\$168	
Lincoln Park 18 ft. - one week				\$336	
Lincoln 30 ft. - one week				\$406	
Main St - two weeks				\$406	
San Antonio/ El Camino - two weeks				\$406	