

FACILITY USE APPLICATION & PERMIT

Return by mail to: Foothills Park, 3300 Page Mill Road, Los Altos Hills, CA 94022 ☎ 650-329-2423 Fax: 650-917-9647

Return in person or by fax to: Lucie Stern Community Center, 1305 Middlefield Road, Palo Alto ☎ 650-463-4900 Fax: 650-321-5612

Hours: 8:30 am – 5:30 pm Mon. – Fri.

Application & Permit for Facility Use						
Name:			Organization:			
Address:		Apt. #		Address:		
City:		State:		Zip Code:		Phone:
Home:		Work:		Non-Profit Name / IRS number: (Required for non-profit discount)		
Event Information						
Type of Activity:			Estimated Attendance:			
Arrival Date and Time:			Departure Date and Time:			
Responsible person, day of event:			Home Phone:		Work Phone:	
Will alcohol be served? Yes <input type="checkbox"/> (Insurance Certificate is Required) No <input type="checkbox"/> Not Permitted <input type="checkbox"/>						
Will there be any dogs brought in by your group? No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes please see rental conditions for dog restrictions)						
Special Equipment needed for Interpretive Center rental (see fee schedule):						
Facility, Campsite or Picnic Area	Preferred Campsite(s)	Day of week	Date(s)	Hours	x Rate	= Subtotal (or camping nights)
CHARGE CARD						
Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard						
Card Number _____ Expires: _____						
Name on Card: _____						
TERMS OF AGREEMENT						
<p>I have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I further agree to hold harmless and indemnify the City of Palo Alto, its officers, agents, and employees from any liability for personal injury, death, property damage, arising out of any permit issued or activities thereunder or in result of consequences thereof, except that which is caused solely by the City, its officers, agents or employees.</p> <p>✍ Applicant's Signature: _____ Date: _____</p> <p>▶ Please Note a Guest List is Required</p> <p>Your guest list must be received at Foothills Park one (1) week prior to the event or this permit will be canceled. You must have one Palo Alto resident for every 15 non-resident guests. All participants in your group should identify themselves upon entry to Foothills Park.</p>				Staff:		
				Other:		
				Classroom Equipment:		
				Insurance:		
				Total Charges:		
Application: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Ranger/Staff:				ID#		
Special Event Insurance: Purchased <input type="checkbox"/> Provide Own <input type="checkbox"/> On File <input type="checkbox"/> Not Required <input type="checkbox"/>						
Date Received:		Date entered into Class:		By:		Class Rental Number:

Foothills Park Rental Conditions

Reservations For all facilities, applications may be made up to one year in advance. Applications are accepted on a first come, first served basis, with preference given to on going, City and City-sponsored programs. Since Foothills Park is for Palo Alto Residents only, your group must have at least one Palo Alto Resident for every 15 non-resident guests. Your guest list must be received one (1) week prior to the event or this permit will be cancelled. All participants in your group should identify themselves upon entry to Foothills Park.

Towle Camp Campground is open May 1 to October 31. Check-in is 2:00 PM to 2 hour before posted closing time. Check-out is 12:00 Noon.

Recreational Vehicles Prohibited: The parking area is restricted to passenger vehicles and small trucks. Recreational vehicles, trailers or other self-contained vehicles (regardless of size, weight or number of axles) are not allowed in the Towle Campground parking lot or beyond the gate at the edge of Orchard Glen Picnic Area. Recreation vehicles or other self-contained vehicles may not be parked in Foothills Park over-night.

Dogs Dogs are not permitted anywhere in Foothills Park on weekends or holidays. (PAMC 22.04.150 (I)). Because of this restriction, dogs are not allowed in Towle Camp on evenings proceeding holidays and on Friday nights before the weekend. Dogs are not permitted in public buildings at any time.

Capacity Limits

Oak Grove Picnic Area: 150

Interpretive Center Class Room: 50

Towle Camp: Sites 1 & 5 hold 16 people each (Maximum of 4 cars). Sites 2, 3, 4, 6, 7, & 8 hold 8 people each (Maximum of 2 cars). Children are counted.

Applications Before a reservation request can be accepted, a Palo Alto Resident, who is a responsible adult, must fill out and sign this form. No reservation is confirmed until the application has been approved and the reservation is paid in full. Approval is dependent upon intended use, availability, applicants' agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager.

Insurance If you plan on having alcoholic beverages at the Oak Grove Picnic Area or in the Interpretive Center Classroom, proof of general liability insurance is required naming the City of Palo Alto as an additional insured for up to one million dollars. Insurance must be provided by a carrier rated A:VII or higher by Best's Insurance Rating Service. Insurance may be purchased from the City on a per use basis. Check with Facility Manager.

Fees & Charges See fee schedule for rental rates.

A) *Non-profit Discount* – Organizations submitting IRS verification of non-profit status with their application

may be eligible to receive the discount. You must request discount at the time of booking.

B) *Facility Staff* – Staff may be required if the nature of the event makes their presence necessary. The staff is on duty to assist the client and for facility safety. The Facility Manager will determine the number of staff required. Permittee is responsible for set up, clean up, and take down of rooms.

C) *Cleaning and Damage Deposits/Overtime* – A refundable cleaning/damage deposit up to \$500 may be assessed. Cleaning and/or damage expense, extra staff time, extra room rental time including set up and clean up will be deducted from the deposit refund. Any charges incurred to return facility to its original condition, reasonable wear and tear excepted, will be deducted from the deposit. Permittee will be billed for damages in excess of the deposit or for total damages, cleaning expenses, and overtime if no deposit was required.

This deposit may be forfeited for violations of ANY rental conditions named herein.

D) *Rental Time* – Must include time for set up, decoration, take down and clean up. All activities must conclude by the posted park closing time unless the Facility Manager grants advance permission. Deliveries and pickups cannot be outside the rental period, unless prior arrangements are made with the Facility Manager.

E) *Cancellations* – Must be made in writing and received two weeks before the event. **A cancellation fee (1/3 of total charges) is non-refundable unless the City cancels the permit, wherein a full refund will be made. No refund is given if cancellation is less than two weeks.** Changes to previously approved permits may result in additional fees and/or cancellations of event. The City has the right to cancel an applicant's permit, if in the City's opinion; the facility is not usable or is unsafe due to natural causes, repair or renovation.

Special Conditions

A) *Sound Restrictions* – Amplified sound greater than 15 dB above the local ambient at a distance of 25 feet or more is prohibited. (PAMC 22.04.180)

B) *Equipment* – Check with the Facility Manager for availability and fees.

Permittee Responsibilities Spilled food or beverages must be cleaned up immediately. Posted parking rules must be observed and authorized parking stalls used. All equipment, decorations, food, beverages and trash must be removed and properly disposed of. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be flame retardant and fastened in an approved manner. All City facilities prohibit smoking inside and outside (within 20 feet of a public entrance).

Capacity limits are set by the Fire Marshal and must be adhered to.

2009/ 2010 FACILITY USE FEE SCHEDULE

Effective July 1, 2009

Facility	Fee
Foothills Park Reservations:	
Oak Grove Picnic Area	
1-25 people	\$50.00 per day
26-100 people	\$88.00 per day
101-150 people	\$113.00 per day
Towle Camp	
Sunday thru Thursday	\$15.00 per site
Friday and/or Saturday	\$26.00 per site
Exclusive Use (4 or more campsites any day)	\$26.00 per site
Interpretive Center Classroom	\$77.00/hour
Non-Profit Organization Discount (for facility rental fees only with City approval) 50%	

Special Equipment for Interpretive Center (Check with Facility for availability)	Fee
Overhead Projector	\$10.00/use
Portable Slide Projector	\$15.00/use
Television with VCR and DVD player	\$24.00/use
Cancellation Fees	
<ul style="list-style-type: none"> • Greater then 14 days written Notice: One-third of Total Charges • Less then 14 Day notice: NO REFUND ISSUED 	
Damage and Cleaning Deposit	\$25.00 - \$500.00