

## City of Palo Alto Open Space

# Special Request Interpretive Programs

A special request interpretive program is a great way for your group to enjoy the outdoors. We offer:

- Ranger-led Hikes
- Ranger Talks
- Nature Detectives Hike
- Pole Fishing
- Canoe Rentals in Foothills Park
- Campfires
- Custom Programs

Programs held in Foothills Park are subject to Palo Alto residency requirements. You do not need to be a resident to request programs that are available in Baylands or Arastradero preserves.

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### Ranger-Led Hike

Take a hike – with a ranger. Explore with a knowledgeable ranger who can discuss ecosystems, wildlife, wildflowers, or whatever your group is interested in. Hikes must end at least one hour before preserve closing.

|                     |                                       |
|---------------------|---------------------------------------|
| Maximum group size: | 15                                    |
| Location:           | Foothills Park, Baylands, Arastradero |
| Duration:           | 1 hour                                |
| Price:              | \$125.00                              |

### Ranger Talk

Enhance your experience in our preserves with a Ranger Talk. Whether you're coming out for a hike, picnic, scout meeting or a night of camping, a Ranger Talk is a great way to learn more about the ecosystems, animals, what rangers do, and more.

|                     |   |
|---------------------|---|
| Maximum group size: | 20  |
| Location:           | Foothills Park, Arastradero Preserve, Baylands Preserve |
| Duration:           | 30 minutes  |
| Price:              | \$75  |

### Nature Detectives Hike

Discover the different ecosystems of Foothills Park and the animals that live in them as though you were a detective looking for clues. A ranger will set up a numbered flag system along the Chamise Trail and provide you with a flip-book that corresponds to the flags. A ranger will orient you to the hike and accompany by request. This program is great for scout groups and birthday events.

|                     |  |
|---------------------|--|
| Maximum group size: | 20   |
| Location:           | Foothills Park   |
| Duration:           | 1.5 hours; 1 mile hike                                   |
| Price:              | Self-Guided: \$75                      Ranger-led: \$125 |

\*The price of the Self-Guided Hike includes set-up and a 15 minute presentation/orientation

### **Pole Fishing**

Learn to assemble a fishing pole and check out who's living in Boronda Lake. Maybe you'll catch a red-eared perch or large-mouth bass. All materials provided.

Maximum Group Size: 15  
Ages: 5-15 years old and accompanied by an adult  
Location: Foothills Park  
Duration: 1 hour  
Price: Group Size: 1-5: \$50  
Group Size: 6-10: \$75  
Group Size: 11-15: \$100

### **Campfire Circle**

Come warm up by your own wood fire with a group size of 1-100. Staff provides kindling, matches, and wood to last up to 4 hours and ensures that the fire is extinguished after your program. BYOM (Bring your own marshmallows). Not suitable for chairs, tables, or cooking. Trash and recycling bins provided. Subject to cancellation by staff due to high fire danger.

Maximum Group Size: 100  
Location: Boronda Lake, Foothills Park  
Duration: Up to 4 hours  
Price (wood included): \$125

### **Canoe Rental (special use)**

Discover Foothills Park's Boronda Lake by canoe. This program includes 4 canoes and life jackets and paddles for all participants. Staff does not participate in the program. Each canoe holds up to 4 people or 600 pounds. May through October only.

Location: Foothills Park  
Duration and Price: listed below  
Minimum age: 2 years old and 30 lbs.  
Availability: First Saturday in May through the last Sunday in October

|  |                     |
|--|---------------------|
| 4 canoes, 10:00 AM program, Saturdays and Sundays              | \$100.00 first hour |
| 4 canoes, any day of the week, must end 2 hours before closing | \$150.00 first hour |
| Additional hours   | \$75.00 each hour   |

### **Custom Programs**

We are open to other topics and formats for programs in our preserves. Please contact the rangers in Foothills Park to discuss your ideas via [open.space@cityofpaloalto.org](mailto:open.space@cityofpaloalto.org) or 650-329-2423.

# Reservations How-To

- 1) Contact the rangers in Foothills Park for more information and to check availability. Note that we require one month's advance reservation to ensure staff availability. Contact information is below.
- 2) After confirming date and program availability, fill out the Special Request Interpretive Program Reservation Form. Read the Reservation Rules and sign the form.
- 3) Fill out the Special Request Interpretive Program Payment Form.
- 4) Return both forms by email, fax or postal mail.
- 5) For events in Foothills Park, submit a guest list one week in advance. Guest lists are not required for events in Baylands or Arastradero preserves.

## Contact Information:

Email: [open.space@cityofpaloalto.org](mailto:open.space@cityofpaloalto.org)

Phone: (650) 329-2423

Fax: (650) 917-9647

Mail: Special Request Interpretive Program  
Foothills Park  
3300 Page Mill Road  
Los Altos Hills, CA 94022

## City of Palo Alto Open Space Special Request Interpretive Program Reservation

### Requestor

|         |         |     |
|---------|---------|-----|
| Name    |         |     |
| Address |         |     |
| City    | State   | Zip |
| Phone:  | E-mail: |     |

### Event Information

|                                   |                    |                       |
|-----------------------------------|--------------------|-----------------------|
| Name of Activity:                 |                    | Estimated Attendance: |
| Date of Event:                    | Time of Event:     |                       |
| Responsible Person, Day of Event: |                    |                       |
| Home Phone:                       | Other Phone:       |                       |
| Preserve Closing Time:            | Event Ending Time: |                       |

### Reservation Rules and Conditions

- Reservations must be completed and paid at least four (4) weeks before the program date and may be made up to 3 months in advance (with the exception of Get Married By a Ranger program, which may have a longer lead time).
- Any reservation made less than four (4) weeks before the event date will be subject to an additional fee of \$75.00 and is entirely contingent on existing staff availability.
- For programs held in Foothills Park, reservation requests must be made by a Palo Alto resident who must attend the event.
- All residency rules apply for events held in Foothills Park. A guest list must be received at least one week before the program.
- **All programs must end (including cleanup) no later than one half hour before preserve closing time.** See <http://www.cityofpaloalto.org/civicax/filebank/documents/30309/> for hours.
- Unless otherwise specified this is not a facility use application. Facility use applications must be made separately (e.g., camping or picnic area reservations, special use permits).
- No reservation for a program is confirmed until the application is signed by the applicant, returned with payment, and approved by Open Space staff.
- Programs are designed for a maximum attendance of 25 people unless otherwise noted. Groups of 26-50 require one (1) additional ranger. Each additional staff member costs \$75 per hour. The ranger will discuss this with you before approving your application. Groups of more than 50 cannot be accommodated.
- All Palo Alto Open Space rules, regulations and applicable municipal code sections apply during the program. They may be found online on the City of Palo Alto's website ([www.cityofpaloalto.org/openspace](http://www.cityofpaloalto.org/openspace), then click the Rules and Regulations link on the left). Anyone in violation of preserve rules and regulations or the municipal code is liable for citation and ejection from Open Space.

**Cancellation Policy**

- If you must cancel your event, a fee of 1/3 of the program cost will be assessed and the remainder will be refunded. Notice of cancellation must be given in writing at least one (1) week in advance.
- Any outdoor program may be rescheduled or cancelled by you on short notice due to inclement weather. Campfire programs may be cancelled, at Open Space staff discretion, during times of high fire danger or if the fire is determined to be of an unsafe size. Weather or high fire danger cancellations will be refunded in full.
- Palo Alto Park rangers are on-duty first responders. During an emergency, staff assigned to a program may be unavailable without notice. If this happens, the program will be cancelled for that date. Cancelled programs may be rescheduled or cancelled (with a full refund of fees) at the applicant's option.

**Return the signed pages, any page containing information on the program you are interested in, the payment form and payment to:**

Email: [open.space@cityofpaloalto.org](mailto:open.space@cityofpaloalto.org)

Fax: 650 917-9647

**In signing, you are indicating that you have read and understand the above rules, conditions and policies.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Palo Alto Open Space Special Request Interpretive Program Payment Form

|   |                    |                        |                                      |            |
|---|--------------------|------------------------|--------------------------------------|------------|
| <b>Name:</b>  |                    |                        | <b>Phone:</b>                        |            |
| <b>Address:</b>   |                    |                        |                                      |            |
| <b>Program</b>  | <b>Day of week</b> | <b>Date(s)</b>         | <b>Fees</b>                          |            |
|   |                    |                        |                                      |            |
| <b>TERMS OF AGREEMENT</b>   |                    |                        |                                      |            |
| <p>I have read and understand the special request interpretive program reservation form. 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. In consideration of participation in this program, I agree to hold harmless and indemnify the City of Palo Alto, its officers, agents, and employees from any liability for 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>► <b>Please Note: A Guest List is Required for Foothills Park Programs</b></p> <p>If your program takes place in Foothills Park, a guest list must be received at the park at least one (1) week before the event or this permit may be cancelled. For programs in Foothills Park, 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:                       |            |
|   |                    |                        | Refundable Cleaning/ Damage Deposit: |            |
|   |                    |                        | Total Fees & 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 Processed:    | By:                    |                                      |            |
| Payment Information: Check <input type="checkbox"/> Cash <input type="checkbox"/> Charge <input type="checkbox"/>   |                    | Total Amount: \$ _____ |                                      |            |
| Name on Card: _____   |                    | Last 4 Digits: _____   |                                      | CVV: _____ |
| *To pay by credit card please call Foothills Park or save your credit card number to your Enjoy! account  |                    |                        |                                      |            |

