



TOWN OF PORTOLA VALLEY

Policy Concerning Rental and Use of Town of Portola Valley Recreational Facilities, Tennis/All Sports Court, Ford Field Parking Lot and Town Center Picnic Area

This policy sets forth procedures for rental and use of Town-owned recreational facilities (including the Town Center tennis/all sports courts), the Ford Field parking lot and the Town Center picnic area, and establishes:

1. General Policies;
2. Use Restrictions;
3. Rental Procedures;
4. Required Deposits, Fees and Insurance; and
5. Required Cleanup and Litter Deposit Refunds.

This policy establishes a consistent, fair method for responding to requests for rental and use of Town-owned recreational facilities.

1. General Policies

All Recreational Facilities, Ford Field Parking Lot and Town Center Picnic Area

- a. The Town rents its facilities on a first come, first served basis to Portola Valley residents 25 years of age or older. Portola Valley residency is defined as those residents who live within the legal town limits of Portola Valley.
- b. Renters are liable for all damages or loss to facilities, property and/or equipment if the renters cause the damage or loss.

Parking

- a. For special events (e.g., car and horse shows, etc.), the Town rents the Ford Field parking lot on a first-come, first-served basis.
- b. Parking at all Town facilities is restricted to designated paved areas only. Parking is not allowed on roads marked "NO PARKING", gates must not be blocked, and there is absolutely no parking on adjacent private property.

Recreational Facilities

- a. The Town rents Ford Field, Rossotti's Field, Russ Miller Field and the Town Center Softball Field on an as-available basis.
- b. The Town rents the picnic area next to Little Peoples' Park at the Town Center on a first-come, first-served basis.

2. Use Restrictions - General

- a. Town-sponsored activities shall have priority in scheduling of all Town-owned facilities.
- b. The Town reserves the right to relocate or displace activities in the event of an emergency.
- c. Use of recreational facilities and parking areas must not intrude on private property adjacent to Town facilities.
- d. No weapons are allowed on Town-owned property except for those carried by duly sworn law enforcement personnel.
- e. Under no circumstances may alcohol be served to minors. Alcohol consumption at athletic fields may not occur before or during games, and shall be limited to moderate amounts of beer or wine only. No alcohol may be consumed in parking lots.
- f. No recreational drugs of any kind are allowed on Town-owned property.
- g. The applicant may not collect an admission or any other charge for an event. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:
 - i. Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies;
 - ii. Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event.
- h. Food sales are only allowed at the snack shack at Ford Field.
- i. Music is not to be heard from off the site, and is not allowed after 10:00 p.m.
- j. Events held at recreational facilities must conclude by sundown.

Parking Lots

- a. No camping is allowed in Town-owned parking lots.
- b. No alcohol is to be served or consumed at Town-owned parking lots.
- c. An attendant may be required and paid for by the renter of the parking lot at Ford Field to control orderly permitted parking.
- d. No parking of any vehicles (trailers, cars, etc.) is allowed on the grassy area under the oak trees adjacent to Ford Field Parking Lot or Town Center.
- e. Parking is only allowed in designated spaces. The central paved path through the Town Center is for loading/unloading only.
- f. Horses are not allowed to use public drinking fountains.

Recreational Facilities

- a. Permission to use athletic fields is rescinded if a “FIELD CLOSED” sign is posted, even if the field has been scheduled for use.
- b. Athletic fields are not to be used if weather or playing conditions do not permit safe use, or if damage to facilities will result.
- c. If any minors are to be present, one or more adult chaperones must be in attendance throughout the event.
- d. Disorderly conduct among players and/or their spectators is not permitted and may result in the removal of groups or individuals from the recreational facility by the Town Recreational Facilities Coordinator or other designated official(s).
- e. No glass bottles or containers are allowed on athletic fields.
- f. No dogs, horses, motorized vehicles or bicycles are allowed on athletic fields.
- g. No camping is allowed at recreational facilities.
- h. Renters are not to tamper with irrigation timers installed at athletic fields.
- i. Amplified sound equipment may not be used at recreational facilities.

3. Reservation and Rental Procedures

Recreational Facilities, Ford Field Parking Lot and Town Center picnic area

- a. Facility rental applications are available at Town Center or on the Town’s website at www.portolavalley.net.
- b. Facility rental applicants must be 25 years of age or older and must appear in person at Town Center for review of their application. A Town representative will check the applicant’s identification.

Cancellation Policy: Written cancellation must be received at Town Hall. Refunds will be remitted as follows:

- Sixty (60) or more days prior to the scheduled event -- *full refund*
- Less than sixty (60) days but more than thirty (30) days prior to the scheduled event -- *one-half refund*
- Less than thirty (30) days prior to the event -- *no refund*.
- If the Town closes a building, recreation facility and/or parking lot after an event is scheduled a full net refund (minus any expenses incurred by the Town) will be remitted to the renter.

4. Required Deposits, Fees and Insurance

Deposits and Fees

- a. Rental rates for recreational facilities, the Ford Field Parking Lot and Town Center picnic area are provided on applications that are available at Town Hall or on the Town’s website at www.portolavalley.net
- b. The Town requires a refundable litter deposit for all private rentals of recreational facilities, the parking lot at Ford Field and the Town Center picnic area.
- c. The litter deposit must be paid at the time a use application is submitted.

- d. The balance of any outstanding fees must be paid in full, by mail or in person, thirty (30) days prior to the scheduled event.
- e. If custodial/litter pick-up services are required after an event, the user shall be charged the cost of clean up in accordance with the fee schedule.

Insurance

- a. The Town requires organizations or groups using Town-owned recreational areas and parking lots to furnish proof of general comprehensive liability insurance coverage in the amount of \$1,000,000.00, based upon occurrence, prior to use of the facility. Insurance requirements are outlined on Applications.
- b. If providing their own insurance, the user must also furnish an original certificate of insurance specifically stating that the Town of Portola Valley, its officers, agents, employees and volunteers are included as additional insureds under the policy.
- c. Special event liability insurance is available through the Town.

5. Required Cleanup and Litter Deposit Refunds

Cleanup

- a. Upon completion of use, users are required to return recreational facilities, parking areas and the picnic area back to the Town in a condition that is clean, safe, orderly and ready for use by others.
- b. Users are required to pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of facilities in containers provided.
- c. Users are required to be familiar with recycling practices and place recyclables in containers provided.

Deposit Refunds

- a. Town Staff will inspect recreational facilities, parking lots and the picnic area on the first business morning after the rental use.
- b. If the facilities are found to be in suitable condition, staff will process a deposit refund check and will mail it to the applicant.
- c. If facilities are found to be in unacceptable condition, staff will prepare a report with attached photographs evidencing the condition of the facility. Staff will process a partial or whole deposit forfeiture and will notify the previous user of the facility.
- d. If custodial services are required after an event, the user will be charged the cost of clean up in accordance with the Town's fee schedule. The cost will be deducted from the litter deposit.
- e. Any damage incurred to Town property will be deducted from the deposit.
- f. If it becomes necessary to summon the Sheriff during the course of the event because of the conduct of a guest, part or all of the deposit may be forfeited.

Policies Revised: 9/26/13



TOWN OF PORTOLA VALLEY

765 Portola Road
 Portola Valley, CA 94028
 (650) 851-1700

**APPLICATION FOR USE OF
 TOWN FIELDS, TENNIS/ALL SPORTS COURT,
 FORD FIELD PARKING LOT
 & PICNIC AREA**

Official Use Only
Date of Use _____
Field _____
Fees Paid _____
Deposit Paid _____
Insurance _____
Data Entry _____

APPLICANT: _____ Date of Application: _____

Complete Address: _____

Phone: (Home/Bus.) _____ (Cell) _____ e-mail _____

Organization (if applicable): _____ Phone: _____

USER CATEGORY Please Check One <input checked="" type="checkbox"/>	EXAMPLES	OFFICE USE ONLY	INSURANCE REQUIREMENTS
<input type="checkbox"/> Town-Sponsored Events	Town Council Town Committees	No Fees No Deposits	None
<input type="checkbox"/> Local Partner Agencies	PV School District Woodside Priory	No Fees No Deposits	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Organized Youth Leagues	Alpine/West Menlo Little League, AYSO, Kidz Love Soccer	\$40.00/psn/season *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Organized Youth Clubs	Alpine Strikers; CYSA	\$60.00/psn/season *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Organized Adult Leagues	PVASL (Co-ed soccer), PV Softball	\$60.00/psn/season *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Organized Adult Clubs	Portola Valley Soccer Club	\$90.00/psn/season *Deposit \$500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Private Schools	Windmill School Creekside School	\$3.00/psn/use *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Non-profit Groups	Churches Neighborhood Assoc.	\$3.00/psn/use *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Informal Groups	Private Parties/Picnics, Pick-up Games	\$3.00/psn/use *Deposit 50 or fewer: \$100.00 >50 people: \$500.00	Certificate of Insurance & Hold Harmless
<input type="checkbox"/> Local Business or Organization	Clinics & Classes	15% of gross revenue *Deposit \$ 500.00	Certificate of Insurance & Hold Harmless

**Litter Deposit is Refundable After Inspection of Town Staff Indicates Facility is Left in Clean Condition*
***"Local" is defined as residing within the legal Town limits of Portola Valley.*

<input type="checkbox"/> Picnic Spaces	Next to Little Peoples' Park – Town Center	\$3.00/psn/use *Deposit \$ 100.00	Hold Harmless
<input type="checkbox"/> Ford Field Parking Lot		\$100.00 *Deposit \$ 100.00	Certificate of Insurance & Hold Harmless
		Fees: \$ _____ Dep.: \$ _____	

DEFINITION OF SEASONS:

Soccer

Spring Season: 1st of March through last weekend in June
Fall Season: 3rd week in August through last weekend in November

Baseball

Little League: 1st weekend in April through 3rd weekend in July
Fall Ball: 2nd weekend in September through 3rd weekend in November

Softball:

1st of June through 4th weekend of September

Other:

Any four (4) consecutive months in a 12-month period

TYPE OF ACTIVITY: _____ DATE: _____

FACILITY(IES) DESIRED: Ford Field Russ Miller Field
 Town Center Baseball Field Ford Field Parking Lot
 Rossotti Field Picnic Area

START DATE: _____ END DATE: _____
Note: *Field Events must conclude by Sundown*
Parking Lot Events must conclude by 12:00 midnight

NUMBER OF PERSONS EXPECTED: _____

ALL APPLICATIONS MUST BE ACCOMPANIED BY THE REQUIRED DEPOSIT. NO LATER THAN TWO WEEKS FOLLOWING COMMENCEMENT OF THE LEAGUE SEASON, A COMPLETE SET OF LEAGUE ROSTERS AND FINAL PAYMENT MUST BE SUBMITTED TO THE TOWN.

RULES AND REGULATIONS: *I have read* the information outlining requirements for facilities use and renter (permitee) responsibilities ("Rules & Regulations for Use and Clean-Up of Town Fields, Tennis/All Sports Court, Ford Field Parking Lot & Picnic Area") and *agree to comply* with the conditions set forth in the permit.

CANCELLATION POLICY: *Written cancellation* to be received at Town Hall:
Sixty (60) or more days ahead of date of event—*Full Refund*
Less than sixty (60) days and more than 30 days ahead of date of event—*Half Refund*
Less than thirty (30) days ahead of event—*No Refund*

***Litter Deposit is Refundable After Inspection of Town Staff Indicates Facility is Left in Clean Condition**
****"Local" is defined as residing within the legal Town limits of Portola Valley.**

NOTE: If the Town closes a field/parking lot after an event is scheduled a Full Net Refund (minus any expenses incurred by the Town) will be remitted.

PLEASE NOTE: It is sometimes necessary for fields to be closed due to inclement weather in order to preserve the field for optimum conditions. At times when rain has occurred or is expected, please call (650) 851-1700, ext. 50 to hear recorded information relating to any field closures.

HOLD HARMLESS: I agree to hold harmless and indemnify the Town of Portola Valley, its officers, agents, volunteers and employees from any and all liability for personal injury, death, or property damage arising out of any permit issued or activities thereunder or in result or consequences thereof, except that which is caused solely by the Town, its officers, agents, volunteers or employees.

I have read and understand the above-referenced "Hold Harmless" waiver and agree to hold the Town of Portola Valley harmless from and against all liability described above. _____ Initial

SIGNATURE: _____ DATE: _____

APPROVED: _____ DATE: _____
Town of Portola Valley

**Litter Deposit is Refundable After Inspection of Town Staff Indicates Facility is Left in Clean Condition
**"Local" is defined as residing within the legal Town limits of Portola Valley.*



RULES & REGULATIONS FOR USE AND CLEANUP OF TOWN FIELDS, TENNIS/ALL SPORTS COURT, FORD FIELD PARKING LOT & TOWN CENTER PICNIC AREA

I, _____, UNDERSTAND THAT IN ORDER TO RECEIVE A REFUND OF MY
USE AND LITTER DEPOSIT, I MUST COMPLY WITH THE FOLLOWING:

***Please initial each _____

Use Restrictions:

Private Property Rights: Use of Town recreational facilities must not interfere with the rights of private property owners adjacent to Town facilities.

Chaperones: Youth functions must be supervised by a responsible adult.

_____ **Weapons:** No weapons are allowed on Town-owned property except for those carried by duly sworn law enforcement personnel.

_____ **Alcohol:** Under no circumstances may you serve alcohol to minors. Also, no alcohol consumption in Parking Lots.

_____ **Recreational Drugs:** No recreational drugs of any kind are allowed on Town-owned property.

_____ **Music:** Music is not to be heard from off the site. No electronic amplified sound equipment may be used.

_____ **Hours:** All outdoor recreational facilities are closed at sundown.

_____ **Parking:** Parking is not allowed on roads marked "NO PARKING", on adjacent private property, or on the grassy areas under the oak trees (Ford Field and Town Center). PLEASE, DO NOT BLOCK GATES!

_____ **Prohibited conduct:** The following are NOT allowed on recreational facilities:

- Dogs or horses
- Motorized vehicles or bicycles
- Camping
- Glass bottles or containers
- Loitering
- Tampering with water clocks or valves

_____ **Field Closure:** Fields are not to be used if weather or playing conditions do not permit safe use, or if damage to the field will result. Permission to use fields is rescinded if a "FIELD CLOSED" sign is posted, even if use has been scheduled.

PLEASE NOTE: The Town has a "Field Condition Hotline" with recorded information about current conditions for each recreational field. Please call (650) 851-1700 and then dial 50 and you will be connected to the hotline.

Disorderly Conduct: Disorderly conduct among players and/or their partisans is not permitted and may result in the removal of groups or individuals by the Recreational Facilities Coordinator or other designated officials.

_____ **If any of the above rules and regulations is not followed to the satisfaction of the Town, further reservations may be denied.**

Commercial Use:

Chapter 12.10 of the Municipal Code, *Commercial Use of Town Outdoor Recreational Facilities*, prohibits "group commercial activities on the Town's recreational facilities, including, but not limited to, the performance lawn, athletic fields, and tennis and all-sports courts that are of an intensity and frequency that displaces Town residents seeking to use these outdoor recreational facilities or displaces Town organized classes or instructional activities without entering into a written agreement with the Town or obtaining the appropriate permit from the Town".

Insurance Requirement:

Prior to use of recreational facilities, the Town of Portola Valley requires organizations or groups using Town recreational facilities to furnish proof of general comprehensive liability insurance coverage in the amount of \$1,000,000, based upon occurrence. This must include furnishing an original certificate of insurance specifically stating:

“The Town of Portola Valley, its officers, agents, employees and volunteers are included as additional insured under this policy”

Cleanup:

_____ **After Use:** Upon completion of use, you are required to return recreational facilities, the Ford Field parking lot and/or Town Center picnic area back to the Town in a condition that is clean, safe and orderly. You are required to pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of the facility and/or parking lot in containers provided.

Recycling: You are required to be familiar with recycling practices and to place recyclables in containers provided.

Damage to Facilities:

_____ **Liability:** The user is liable for all damages or loss to facilities, property, and/or equipment if the user or their partisans cause such damage or loss.

Deposit Refunds:

Inspection: Town Staff will inspect recreational facilities, parking lots, the Town Center picnic area and adjacent areas on the first business morning after the end of the rental period.

Deposit Refund: If the rented facility, parking lot and/or picnic area is/are found to be in suitable condition, the Administrative Services Director will process a deposit refund check and will mail it to you. If the Town closes a recreational field/parking lot after an event has been scheduled, a full net refund (minus any expenses incurred by the Town) will be remitted to the renter.

_____ **Deposit Forfeiture:** If rented facilities are found to be in unacceptable condition, Staff will prepare a report with attached photographs evidencing the condition of the facility. Staff will process a partial or whole deposit forfeiture.

You are legally responsible for enforcement of the above rules and regulations. Any violations will be prosecuted to the full extent of the law. Please sign below, acknowledging you have carefully read all the rules and regulations above and agree to comply with the conditions stated in this agreement.

Signature: _____ **Date:** _____