

Los Altos Recreation Department Gymnasium Reservation Application

Organization Name: AYSO Region 43 Tax I.D. # (if applicable): 926-20-5398

Contact Person: Randy Harr, Regional Commissioner

Address: PO Box 1303 City, Zip: Los Altos, 94023

Home Phone: (650) 559-5902 Work Phone: (650) 619-9438 E-mail Address: rc@ayso43.org

2nd Contact: Kim Sheehan, Gym Manager Home Phone: (650) 964-5496 Work Phone: _____


Attach Separate Sheet(s) if needed. If applicable, please include League Schedule.

Dates	Days	Start Time (including set-up)	End Time (including cleanup)
20 Mar - 5 Jun 05	Sunday	10AM	8PM
14 Mar - 3 Jun 05	Mon-Fri	5PM	6PM
19 Mar - 4 Jun 05	Saturday	5PM	7PM
16 Mar - 1 Jun 05	Wednesday	6PM	8PM

1. Reservation for: Blach Gymnasium Egan Gymnasium
- Spring/Summer (March - August) Fall/Winter (September - February)
- Basketball Volleyball other

2. Los Altos Recreation Department programs have priority.
3. Please monitor restrooms during and after your use.
4. It is your group's responsibility to ensure that users wear proper shoes when on the gymnasium playing floor.
5. Alcohol & tobacco products are not allowed on school property.
6. Except for water for competing athletes, absolutely no food or drinks are allowed in the gymnasium.
7. Rental fee is based on total hours of all practices and games multiplied by the hourly rate.
8. Make check payable to "City of Los Altos". Mail to: Los Altos Recreation Dept., Gymnasium Reservations, 97 Hillview Avenue, Los Altos, CA 94022

Applicant hereby agrees to hold the City of Los Altos, its governing board, the individual members thereof, and all City of Los Altos officers, agents and employees free and harmless from any loss, damage liability, cost or expense during or be caused in any way by such use of occupancy of City property. All applications shall bear the signature of a person 21 years or older who is a 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 UNDERSTAND THAT THIS APPLICATION FOR USE IS NOT APPROVED UNTIL I RECEIVE A VERIFIED COPY. I ALSO UNDERSTAND THAT IT IS MY RESPONSIBILITY TO LEAVE THE FACILITY CLEAN. Failure to abide by above-stated rules may result in forfeiture of security deposit and/or cancellation of permit.

 RE Harr Randolph E. (Randy) Harr
2005.03.11 11:58:04 -0800
Los Altos, CA

26 Jan 05 (updated 3 Mar 05)
Date

for office use only

Date /Time Received: 3/14/05

Approved by: Peggyson Date: 3/14/05

GROUP PRIORITY _____



MEMORANDUM

DATE: February 2005
TO: Gymnasium Users
FROM: Peggy Ford, Recreation Supervisor
SUBJECT: GYMNASIUM GOOD NEIGHBOR POLICY

The Los Altos Recreation Department is seeking your assistance in preserving the quality of the schools and neighborhoods in which you are using facilities. Group use of our gyms impacts not only the gym itself, but also the school, streets and surrounding neighbors. Our Good Neighbor Gymnasium Use Policy is designed to provide you with a quality facility for play; preserve the quality of life for residents surrounding the facilities; and protect the school facilities used by the students in the community.

This Good Neighbor Policy is straightforward – Treat the facility, school and surrounding community as you would like to have your own facility and neighborhood treated. Common sense should always prevail in the interpretation of this policy. Listed below are areas of particular concern.

- FACILITIES:** Please make sure that your group & participants do their best to care for our facilities. Remember that no street shoes are allowed on the playing surface of the gymnasium floors at any time. Also, there is no food or drinks allowed in the gymnasium – this includes post game snacks. We appreciate your cooperation in monitoring these issues with your participants and spectators.
- PARKING:** Please have your group park in designated parking lots. There are currently two parking lots at each gymnasium. If street parking is necessary, **NEVER** park in front of a neighbor's driveway or block sidewalk access. You may want to consider establishing a car pool system for your participants.
- NOISE:** Please be sensitive to the noise levels your activities generate, particularly in the early weekend mornings. Your group may be eager to get going at the crack of dawn, but not all the neighbors are as eager.
- RESTROOMS:** There are restroom facilities located adjacent to the gymnasium. Please make sure that your groups respect these facilities. We share restrooms with the students from the Los Altos School District and it is not fair for them to return to a restroom that has not been properly cared for.
- TRASH:** Please remember to pack all trash. This includes not only trash generated specifically by your activity, but trash generated by spectators as well. The gymnasium is equipped with trashcans.

Understand that this policy is established for the benefit of you the user as well as our neighbors. The complaints and concerns we've had from neighbors have been minimal and we would like to keep it that way. Inform your team members, coaches, families and friends of our policies. We have said please many times throughout this policy, however failure to abide by these policies may result in the loss of athletic facility us. privileges for your group. Don't let this happen to you.

If you have any questions or comments, please feel free to contact the Los Altos Recreation Department at (650) 947-2790 or email recreation@ci.los-altos.ca.us.



City of Los Altos Recreation Department
GYMNASIUM RENTAL INFORMATION

The Los Altos Recreation Department handles all reservations for the city owned gymnasiums at Blach and Egan Schools.

PRIORITY USE

Gymnasium space is reserved for a six-month period (Spring/Summer: March - August, and Fall/Winter: September - February). The following are the gymnasium priority guidelines for awarding use during each period:

1. Los Altos Recreation Department Programs
2. Los Altos School District Programs
3. Los Altos Resident Youth Groups
4. Los Altos Resident Organizations/Groups/Individuals
5. Non-resident Organizations/Groups/Individuals

Groups may make permit requests for gymnasium use for the Spring/Summer season through January 31, and for the Fall/Winter season through July 31. After these dates, reservations are made on a first-come, first-served basis.

User groups may request special priority consideration for gymnasium use for hosted tournaments, special events, etc. beyond the current six-month period. Requests for special consideration are to be made in writing and include purpose, specific date, time, location, specific gymnasium, resident versus nonresident status, if a fund raiser, special needs, i.e., restrooms, amplified sound, volleyball equipment, etc., contact names and phone number. Written requests should be directed to the reservation coordinator.

GYMNASIUM PERMIT PROCESS

Permits are required for any use of a City gymnasium. Applications must be completed and signed. The following procedures are to be followed in issuing a permit:

Issuing an Application/permit

- A. Permits are issued from 1pm-4pm, Monday through Friday. All approved permits are issued by the City of Los Altos.
- B. Users will be issued a permit once they have turned in a completed and approved application, and **paid all fees**, including a security deposit.
- C. A copy of the approved permit and the invoice will be given to the applicant.
- D. Upon issuance of the gymnasium permit, one (1) key will be given to the renter. This key is to be returned immediately following the final date of your use. If the key is not returned within (14) days of the final date of your permit, the security deposit will be cashed.

FEES (as of July 1, 2004)

Resident youth groups:	\$18.00/hour per court (2-court minimum)
Resident:	\$35.00/hour (1/2 gym)
Non-Resident:	\$68.00/hour (1/2 gym)
Security Deposit:	\$350.00/resident, \$500.00/non-resident
Building Attendant:	\$18.00/hour
Volleyball Set-up	\$18.00 per set-up/take-down

MISCELLANEOUS INFORMATION:

- A. Please report any damages or unacceptable conditions that occur before or during your scheduled use. If a user has a maintenance problem on the weekend, they should call Los Altos Police Communications at (650) 947-2770 and report the problem. An on-call city staff member will respond.
- B. Drugs, alcohol and tobacco products are not allowed in City Gymnasiums or on Los Altos School District Property.
- C. Restrooms are available at both Blach & Egan Schools. The keys that are issued to users will give them access to campus restrooms. Users must monitor restrooms before and after use. A fee may be charged should the condition be reported as unacceptable.
- D. Except for water or sports drinks for competing athletes, absolutely no food or drinks are allowed in the gymnasium. This includes post game snacks.
- E. Only athletic shoes are allowed in the gymnasiums.
- F. If the gymnasium is left in an unacceptable condition (which includes cleanliness or the building left unlocked) user may be required to pay for building attendant(s) for future uses. Building attendants are billed at \$18.00 per hour per attendant.
- G. Misuse and/or failure to follow guidelines may result in discontinued use and/or suspension of future use.
- H. If you have any further questions about the city-owned gymnasiums at Blach or Egan, please call the Los Altos Recreation Department at (650) 947-2790.