



## **Town of Los Altos Hills** **Athletic Field Use Policy**

### **Mission Statement & Facilities**

Purissima Park is a public facility owned and operated by the Town of Los Altos Hills. It is free to use on a drop-in basis. The Town schedules leagues, events and activities on the Park's fields. To exclusively reserve a field for an activity, the Town issues a field use permit.

Purissima Park is located at 27400 Purissima Road in Los Altos Hills. Facilities within the park include four baseball diamonds, three with 60' basepaths and one with a 90' basepath, a basketball court, a playground, picnic tables, a concessions building and a new restroom. The southern end of the park contains a 180' x 90' riding arena, a 20' x 20' round pen, four holding pens, tie-racks and a wash rack for use by the equestrian community.

### **Rules of Use**

1. All trash, including ground litter, created by the user or participants, shall be placed in proper receptacles.
2. The Applicant and/or the Applicant's organization will reimburse the Town for any damage caused by the applicant or members of the applicant's organization to Town property, facilities, and/or equipment during the rental period which is caused by the applicant or members of the applicant's organization.
3. Permitted users are to restrict their use to only use those fields specifically reserved and paid for, as designated on their Field Reservation Permit. Other fields may be scheduled by other groups and may not be available. Permitted users are advised to always carry their Field Reservation Permit in case there is a question as to who has priority/reservation for the use of the field or court area.

4. In the event of an emergency, necessary maintenance, an unsafe condition or a conflict with Town activities, the Town reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.
5. A permitted user shall not distribute any handbills or circulars or post, place, or erect any bills, notices, papers, or advertising devices or matters of any kind.
6. A permitted user shall not make or kindle a fire for any purpose or to in any manner transport fire or any burning substance, except in designated picnic areas where fireplaces are provided therefore, or, in such designated fireplaces, to leave any fire or live coals un-extinguished and unattended.
7. It is unlawful for any person to discard, throw, or drop any lighted match, cigar, cigarette, or any other burning substance within a park.
8. Individuals are not allowed to camp, lodge, occupy sleeping bags, or sleep between the hours of 12am and 6am in a Town park.
9. Permitted users shall not place trash generated or accumulated outside the park in trash receptacles provided by the Town.
10. It is unlawful for any person to drive, propel, or operate any motor vehicle in any public park, preserve, or other public area (except on the roads or streets designated for vehicular traffic) within the Town, except as provided within section 12.1-02 of the Municipal Code.
11. No person owning or harboring any dog shall allow or permit such dog, whether licensed or not, to be upon a public street, sidewalk, park, school ground, public place or upon any unenclosed lot or land except when held under leash by an able-bodied person.
12. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future use.
13. The use of outdoor sound amplification is not allowed without a written request to the Town for review, and then approval by the City Council at a publicly noticed hearing. The amplified sound, if approved by the City Council, shall be for a period not to exceed four (4) hours per day between the hours of 8am to 5:30pm
14. Violations of the rules and regulations during the rental period will result in a written warning issued to the group or organization of record. A second

written warning will result in forfeiture of facility use for ninety (90) days from the date of the second warning. A third written warning will result in forfeiture of facility use for one year from the date of the third warning. A second and third warning will result in forfeiture of the \$250 field deposit.

## **Turf Preservation**

15. A refundable damage deposit of \$250 is required for all athletic field reservations.
16. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf. Groups shall rotate use of areas and, when possible, stay off of fringe or bare areas to limit erosion and further damage.
17. Groups shall replace turf divots at the end of each day.
18. Do not use fields during or after heavy rain, or when wet or muddy. Consequences for not abiding by this rule shall include the loss of your field use permit and/or fines at the Town's discretion.
19. Field closures and conditions shall be updated by 1pm on the field use hotline: 650-947-2518.
20. Soccer, lacrosse and football practices are NOT to be held on the infield area of a softball or baseball diamond.
21. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (soccer goals, batting cages, pitching screens, etc.) is allowed to be left on Town property without written approval from the Town.
22. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
23. Athletic fields may be lined prior to use. A water soluble spray paint specifically designed for use on athletic fields is the only permitted means of lining a field. The burning of lines with chemicals or cutting lines into turf areas is not allowed.
24. Report emergencies and hazards (broken water lines, gushing sprinkler heads, etc. to the Town of Los Altos Hills (650-947-2518) and/or to the Purissima Hills Water District (650-948-1217) who will call-out appropriate maintenance personnel. When you make the call, be prepared to fully identify yourself, your location, the specific nature of the emergency and

where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.

25. Driving or parking cars, motorcycles, or other motorized vehicles on turf areas is not allowed without written permission from the Town.

## **Reservations**

26. Parties interested in reserving a field must submit a completed Field Reservation Request form to the Los Altos Hills Parks and Recreation Department. Call (650) 947-2518 to check on facility availability or to make a reservation.
27. Reservation forms are available at Town Hall and on the Town's website: [www.losaltoshills.ca.gov/parks-and-recreation](http://www.losaltoshills.ca.gov/parks-and-recreation)
28. Requests will be classified and handled on a first-come, first served basis once the Town's schedule and the LAH/LA Little League's schedule have been received.
29. A responsible party (18 years of age or older) or an organization representative must complete the reservation form.
30. Reservation forms must be completed and received at the Parks Reservation office no later than 10 calendar days prior to the reservation date.
31. The Parks and Recreation Department will issue a field use permit within 72 hours after all the fees and paperwork (including the required insurance certificates) have been submitted AND the field use request has been approved.
32. The Supervisor of Parks and Recreation will approve or deny all field reservation requests.
33. Failure to pay fees or submit the required paperwork will result in a denial of the request.
34. In-season sports will take priority over out of season sports (i.e. baseball in spring/summer; soccer and football in the fall/winter).
35. The Parks and Recreation Department reserves the right to cancel reservations. If this occurs the rental group will receive a refund.
36. The Parks & Recreation Department or duly appointed representative must be notified immediately if a field or fields reserved by your group are no

longer needed or if there is a change in your playing schedule.

37. Cancellations by the applicant must be made in writing, email or fax and received by the Parks and Recreation Department at least 14 calendar days in advance of the use date in order to receive a refund. If it rains on the date of a reservation, a full refund is available, providing the applicant calls the Parks and Recreation Department the next working day to report the rainout.
38. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
39. All users must make photocopies of their field reservation form. It shall be carried by each coach, manager or representative. They must show it upon request of any person or group.
40. When the Town asks a permitted user for field space that a group has reserved, the permitted group must respond to the Town within 72 hours after the Town has requested a field use status report. The Town may re-assign the field space in question if a response is not received within this 72 hour frame.
41. Field use priority is awarded on the following basis:
  - TYPE I:** Programs and activities of the Town of Los Altos Hills
  - TYPE II:** Los Altos/Los Altos Hills Little League as per contractual agreement with the Town of Los Altos Hills
  - TYPE III:** Los Altos Hills based non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations and Town Residents.
  - TYPE IV:** Los Altos Hills based for-profit organizations
  - TYPE V:** Non-Los Altos Hills based non-profit organizations and private individuals, businesses, and organizations.
  - TYPE VI:** Non-Los Altos Hills based for-profit businesses and organizations

## **Fees**

42. Athletic field use fees are as follows:
  - TYPE I:** No Charge
  - TYPE II:** As determined by contract between the Town and Little League

**TYPE III:** \$20/hour  
**TYPE IV:** \$30/hour  
**TYPE V:** \$40/hour  
**TYPE VI:** \$50/hour

43. A refundable damage deposit of \$250 is required for all athletic field reservations.
44. The Town reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
45. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons: damage to facility, misuse of the facility, inadequate cleanup by applicant, requiring additional custodial/staff time/services after your use and misrepresentation of the type of event held, or group/individual actually using the facility.
46. If additional fees due exceed the amount of deposit, applicant will be billed for the balance. Payment will be due within thirty (30) days of date of invoice.
47. Deposits, less any applicable additional charges, will be processed through the Town's Finance Department and returned to the applicant by mail within 30 days of the date of their event.
48. It is the applicant's responsibility to keep the Parks and Recreation Department informed of any contact information changes.

## **Liability/Insurance**

49. The applicant shall be responsible for any and all damage to the Town's premises, equipment, and property caused by the applicant and/or the applicant's party. If after an activity, additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly by the Town.
50. The Town is not responsible for accidents, injuries or loss of or damage to individual property.
51. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
52. To receive a use permit for this facility, users shall file with the Town a certificate of insurance before commencing use. The insurance requirements are as follows:

- a. General liability and property damage combined \$1,000,000.00 per occurrence including comprehensive form, personal injury, broad form personal damage, contractual and premises/operation, all on an occurrence basis. If an aggregate limit exists, it shall apply separately or be no less than two (2) times the occurrence limit.
- b. Prior to commencement of services, insurance coverage must be evidenced by a properly executed certificate of insurance and it shall name "The Town of Los Altos Hills, its elective and appointed officers, employees, and volunteers, as additional insureds."
- c. NOTICE OF CANCELLATION: The City requires 30 days written notice of cancellation. Additionally, the notice statement on the certificate should not include the wording "endeavor to" or "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."
- d. To prevent delay and insure compliance with the requirements of the specifications, the insurance certificates and endorsements must be returned to:

**Contact Information:**

Town of Los Altos Hills  
26379 Fremont Road, Los Altos Hills, CA 94022  
650-947-2518  
srobustelli@losaltoshills.ca.gov