



FACILITY USE POLICY COUNCIL CHAMBERS AND TOWN MEETING SPACES

MISSION STATEMENT AND FACILITIES

The Council Chambers and Town Meeting Spaces facilities should be used primarily for activities that benefit the Town's residents and guests. The Council Chambers are the official meeting place of the Los Altos Hills City Council and its Commissions, Committees and sub-Committees. These bodies shall have primary scheduling priority.

Non-profit organizations or non-commercial groups consisting primarily of Town residents or benefiting the Town and/or the community by educational and/or cultural means will also be permitted to use the facility, based on availability.

RESERVATIONS

1. Reservation requests by resident non-profit groups or resident non-commercial groups for all meetings shall be submitted online at the following link:
<http://www.losaltoshills.ca.gov/facilityuse>
2. Reservation requests will be classified according to priority type, and then handled on a first-come, first served basis based on the priority type.
3. Facility user must be a Los Altos Hills resident and 18 years of age or older.
4. Type III, requests cannot be submitted earlier than ninety (90) days prior to the reservation date. Reservation forms must be submitted online no later than seven (7) calendar days prior to the reservation date.
5. Failure to pay fees or submit the required paperwork at least 5 business days prior to the requested usage date will result in loss of reservation.
6. In the unlikely event the City Council or other Committees/Commissions needs to meet unexpectedly, staff reserves the right to cancel or reschedule your reservation. If this occurs the applicant will receive a full refund.
7. Cancellations by the applicant must be made in writing and sent to the following email address: *reservations@losaltoshills.ca.gov*.

Approved: October 17, 2019

8. Type III cancellations received between 90 and 31 days of the scheduled reservation will forfeit \$50.00 of the security deposit. A cancellation less than 30 days prior to a scheduled event will forfeit \$100.00 of the security deposit.
9. Reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason or the deposit will be forfeited.
10. Requesters charging a fee, shall work through the Parks and Recreation Department as a third party and participate in a revenue split.

The intent of the facility usage is to bring together residents of Los Altos Hills. If you are unclear whether your event qualifies, please contact the Town Staff for further clarification.

11. Priority is assigned as follows:

TYPE I	Council, Committees and activities organized by the Town of Los Altos Hills
TYPE II	Recreation Independent Contractors that have a current contractual agreement with the Town of Los Altos Hills
TYPE III	Los Altos Hills resident non-profit organizations or Los Altos Hills resident non-commercial groups

FEES

User fees are as follows:

TYPE I	No Charge
TYPE II	As determined by contract
TYPE III	\$250 security deposit

12. A security deposit of \$250.00 is required for all Type III reservations. Any damages or cleanup required will be taken out of the deposit, and the balance will be returned to the user.
13. The Town reserves the right to deduct from the security deposit all additional charges relating to, but not limited to, staff time, or emergency services that were required because of the use.
14. Refunds of security deposits may be fully or partially withheld for any of the following reasons: damage to facility, misuse of the facility, inadequate cleanup by applicant, missing or damaged equipment, additional janitorial services, staff time after your use and misrepresentation of the type of event held, or group/individual using the facility.
15. If additional security/damage 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.

16. 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 following the date of the event.
17. It is the applicant's responsibility to update any contact information changes on the reservation website.

RULES OF USE

18. All trash, including food and beverage, created by the user or participants, shall be placed in proper receptacles.
19. During regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) the kitchen area is not available for use.
20. Users of the Council Chambers or other meeting spaces are responsible for returning the facility to the condition in which they found it. If any Town supplies need restocking or damage has occurred, contact *reservations@losaltoshills.ca.gov* before the end of the next business day.
21. All damage or injuries shall be reported immediately to Town Staff, during business hours or before noon of the next business day.
22. The user is responsible for setting up the room and returning it to the way it was prior to the event.
23. Users shall refrain from using the Council dais and adjacent tables.
24. All participants must park in the paved lot adjacent to Town Hall or at the curb on the Town Hall side of Fremont Road.
25. No pets shall be permitted inside the facilities.
26. The entire Town Hall campus has been designated as a smoke free area; therefore, smoking is prohibited at all locations at Town Hall.
27. Room capacities are as follows:

<i>Facility</i>	<i>Square Footage</i>	<i>Chairs Provided</i>	<i>Room Capacity Standing</i>
Council Chambers	2,529	70	295
Parks and Recreation Building	760	20	49

LIABILITY/INSURANCE

28. If the Town does not sponsor the activity, to receive a use permit for this facility, users shall prove 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 Town requires 30 days written notice of cancellation. Additionally, the notice statement on the certificate shall 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 forwarded to the following email address: *reservations@losaltoshills.ca.gov*
29. The Town is not responsible for accidents, injuries or loss of or damage to individual property.
30. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.

CONTACT INFORMATION:

650-941-7222
reservations@losaltoshills.ca.gov
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022