



**TOWN OF LOS GATOS  
PARKS AND SUSTAINABILITY  
COMMISSION REPORT**

MEETING DATE: 02/03/2025

ITEM NO: 6

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DATE: January 30, 2025  
TO: Parks and Sustainability Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Receive an Update on a Proposed Field Use Policy

**RECOMMENDATION:**

Staff recommends that the Parks and Sustainability Commission approve the proposed the Field Use Policy. These changes were made following Commission discussion at its October 2024 meeting and are aimed at improving the accessibility of public parks and ensuring fair use for all organizations and groups by maintaining a balanced approach to field reservations and providing clear guidelines for the scheduling process, and to improve service to the community and prevent conflicts among user groups.

**BACKGROUND:**

The purpose of this report is to propose updates to the draft Field Use Policy. These updates are designed to enhance the accessibility and fairness of park and field reservations, ensure that public events are prioritized, and streamline the scheduling process for both residents and nonresidents. The following guidelines have been incorporated into the proposed policy changes.

**DISCUSSION:**

In June 2024, the Commission recommended that staff develop a Field Use Policy. In August 2024, staff sought feedback from the Commission to better understand what should be included in the policy. In the October 2024 meeting, staff presented a draft of the Field Use Policy, with the feedback that was gathered during the August meeting.

This report incorporates the proposed changes, which were specifically made to address the Commission's comments, key concerns, and the direction provided during the October 2024 meeting.

**PREPARED BY:** Meredith Johnston  
Administrative Technician

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**Key Additions to the Field Use Policy:**

**1. Park Accessibility and Event Restrictions**

- Town Facility Use Policy – 1-04
  - No single event may occupy the entire park or reserve the majority of the picnic areas, ensuring the park remains accessible to the public at all times.
  - The park must always remain open to the public, and any reservations or events cannot restrict general access.
  - Public events shall be prioritized over private events.

**2. Scheduling Meetings**

- If multiple groups request the same fields, dates, or times, applicants will be contacted and invited to a scheduling meeting to resolve any conflicts.
- To be eligible for the scheduling meeting, applicants must submit their applications by the designated deadlines.
- Scheduling meetings will be held twice a year to process long-term or multiple-day field requests for the upcoming seasons. These meetings are critical for managing field reservations during peak times.
  - *Winter and Spring Season:* Second week of November for residents, and second week of December for nonresidents.
  - *Summer and Fall Season:* Second week of April for residents, and second week of May for nonresidents.
- Applicants will receive an email invitation with specific details about the scheduling meeting.

**3. Contact Person Requirement**

- Each organization must appoint one representative to serve as the primary contact for all communications regarding field reservations, permits, fees, and policies. This representative is responsible for informing the organization's members (board members, coaches, participants, and parents) about the policies and conditions of use.

**4. Attendance at Scheduling Meetings**

- Applicants are required to attend the scheduling meeting to address any scheduling conflicts. A representative must be present for each park request. If

the primary contact cannot attend, they may designate a substitute representative. Failure to attend the meeting will result in the denial of the permit application.

**5. Scheduling Process and Fairness**

- The Parks and Public Works Department will ensure that scheduling is done in the most equitable manner possible, prioritizing fairness. However, the department reserves the right to make final decisions in cases of conflict, with the overall best interests of the Town as the guiding principle.
- Not all requests may be granted, depending on availability and conflicting demands.

**6. Tentative Schedule Review**

- After the scheduling meeting, the Parks and Public Works staff will issue a tentative schedule to applicants for their review, allowing for any necessary adjustments before final confirmation.

**Field and Park Capacity Overview:**

In addition to the policy updates, the following field and park capacities have been outlined to ensure that user expectations are managed and that we are not over-scheduling park facilities:

<b>Location</b>	<b>Capacity</b>
Bachman	200
Baggerly Field	150
Balzer Field	150
Belgatos	100
Blossom Hill	250
Blossom Hill Tennis/Pickleball Courts	50
Creekside Sports Park	250
La Rinconada Field	200
La Rinconada Tennis/ Pickleball Courts	20
Live Oak Manor	200
Los Gatos Creek Trail	1,600
Oak Meadow	550

These capacity limits are set based on the functional and practical use of the fields, ensuring optimal utilization without overwhelming any single location.

PAGE 4 OF 4

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CONCLUSION:

The implementation of these updates will result in a more structured and equitable system for reserving fields and park spaces, prioritize public access, and provide a transparent process for resolving scheduling conflicts. It is important that we move forward with these changes to improve the overall management and use of our park facilities.

Attachments:

1. Park and Field Use Policy