

## **Park and Field Use Policy**

### **Introduction:**

This policy has been established to ensure that park and field use serves the recreational, athletic, cultural, educational, social, and community service needs of the Town of Los Gatos. It outlines policies and procedures to govern these uses, ensuring a fair and accessible process for all.

In addition to general public access, the Town of Los Gatos parks offer a diverse range of facilities available for rental. These include or may include baseball fields, multi-sport artificial turf field, open fields/lawns, tennis and pickleball courts, trails, and bocce ball courts. Exclusive use of these facilities requires a permit and is subject to the applicable fees, damage deposit, and insurance requirements. Residents and nonresidents are encouraged to enjoy these facilities for casual recreation or to reserve them in advance for organized events or league activities.

### **Purpose:**

- To establish clear policies and procedures for the use of Town parks and fields maintained by the Town of Los Gatos.
- To implement a "recovery period" to ensure the safety and quality of grass and turf fields.
- To ensure decisions regarding park and field use to balance the interests of neighborhoods, sports organizations, and residents of Los Gatos.
- To designate appropriate uses for each field, ensuring they are utilized in a manner that aligns with their intended purpose.

Park and field use permits are required for the temporary, exclusive or special use of park assets maintained or managed by the Town of Los Gatos. In accordance with the Town of Los Gatos Municipal Code Section 19.30.010, the Parks and Public Works Department is responsible for issuing permits for use of park facilities.

### **Residency Verification:**

Verification of resident and nonresident status is required to ensure accurate fee assessment and compliance with Town policies.

- To qualify as a resident, individuals must provide proof of residency within the incorporated areas of the Town of Los Gatos, specifically within ZIP codes 95030 and 95032.
- Nonresidents (including those with Los Gatos addresses but located in the County) are subject to additional fees as outlined in the Town's Comprehensive Fee Schedule.

### **Non-Profit Verification:**

Non-profit rates are available for non-profit organizations as outlined in the Town's Comprehensive Fee Schedule. Organizations must provide proof of their non-profit status, including a valid tax ID number.

**Non-Profit – Fundraising:**

Town approved non-profit fundraising activities and events are allowed in/or on Town parks and fields with an appropriate permit, issued by the Parks and Public Works Department.

**Special Use Permit Application:**

A person or group seeking issuance of a permit under Town of Los Gatos Municipal Code Section 19.30.010 shall file and complete a special use permit application with the Parks and Public Works Department and pay any and all required fees and deposits.

**Prerequisites to Issuance:**

The Parks and Public Works Department shall issue a permit under Town of Los Gatos Municipal Code Section 19.30.010 when the following has been determined:

1. That the proposed activity and use will not unreasonably interfere with, or detract from, the promotion of public health, welfare, safety and recreation.
2. That the proposed activity or use is not unreasonably anticipated to incite violence, crime or disorderly conduct.
3. That the proposed activity or use will not entail unusual, extraordinary or burdensome expense to police operation.
4. That the facilities desired have not been reserved for other use at the day and hour required in the application.

**Terms and Conditions:**

1. The permittee under Town of Los Gatos Municipal Code Section 19.30.010 shall be bound by all park rules and regulations of Town of Los Gatos Municipal Code Section 19.10.025(17) and all applicable Town ordinances where not expressly approved by permit.
2. The permittee shall be liable for any loss, damage or injury sustained by the Town or by any person.

**Revocation:**

The Parks and Public Works Department shall have the authority to revoke a permit under Town of Los Gatos Municipal Code Section 19.30.010 upon a finding of a violation of any of the provisions of this chapter or any other ordinance of the Town, or of any rule promulgated hereunder, or upon good cause shown.

**Application Submission Guidelines:**

The application must be fully completed and submitted at least sixty (60) days prior to the permit date.

Once submitted, the completed application and supporting documents will be reviewed by the Town's Parks and Public Works Department. The applicant will be notified of the approval or denial of their application within thirty (30) days.

- Applications must be submitted to the Parks and Public Works Department office during business hours or emailed to [parksreservations@losgatosca.gov](mailto:parksreservations@losgatosca.gov).
- All applicants must be at least 18 years of age or older.

- Full rental fees and any applicable deposits are due one week prior to the permit date.
- Permits will not be confirmed or approved until all required fees and required insurance have been received in full.

#### Town Facility Use Policy – 1-04

- No single event may occupy the entire park or reserve a majority of the picnic areas.
- The park must always remain accessible to the public.
- Public events shall be the priority.

#### **Certificate of Liability Insurance:**

The Permittee must maintain a Certificate of Liability Insurance for injuries and property damage during the permit's term, naming the Town of Los Gatos as the Certificate Holder and Additional Insured.

#### **Fees and Charges:**

The fees listed are non-negotiable, as Town staff do not have the authority to waive or reduce them. All fees and deposits must be paid in full one week prior to the permit date.

#### **Processing Fee:**

All applications are subject to a non-refundable processing fee, which covers the administrative costs associated with processing the application.

#### **Acceptable Payment Methods:**

The Town of Los Gatos accepts MasterCard, Visa, and checks as forms of payment.

#### **Deposits:**

A refundable damage deposit is required for all park and field use permits.

#### **Cancellations:**

If a permit is canceled more than 5 days before the permit date, a refund is available minus a non-refundable cancellation fee.

#### **Field Use Negotiation Period:**

The field use negotiation period is defined as the timeframe during which organizations may submit requests for the use of parks and fields. This period allows for discussions and negotiations regarding scheduling and any special requirements related to park and field use.

If other groups request the same fields, dates, or times, the applicant will be contacted and invited to the scheduling meeting to address any conflicts. To be eligible for this meeting, the application must be submitted by the deadline.

Scheduling meetings are held twice a year to process long-term field requests or multiple-day use requests for the winter and spring seasons and summer and fall seasons.

The scheduling meeting for the winter and spring season is scheduled for the second week of November for residents and the second week in December for nonresidents. The scheduling meeting for the summer and fall season is scheduled for the second week of April for residents and the second week of May for nonresidents.

- Winter season: January 1 to March 30
- Spring season: April 1 to May 31
- Summer season: June 1 to August 31
- Fall season: September 1 to December 31

1. Applicants will receive an email invitation with specific details for the scheduling meeting.
2. Each organization must appoint one contact person to serve as the representative for the organization in all communications with the Parks and Public Works Department regarding facility scheduling, permits, fees, etc. The contact person is responsible for informing the organization’s board members, coaches, participants, and parents of all policies, procedures, and conditions of use.
3. The applicant is required to attend the scheduling meeting to address any conflicts with other user groups. A representative must be present for each individual park request. If the applicant is unable to attend, a substitute representative may attend on their behalf. Failure to attend will result in the applications being denied a permit.
4. Scheduling will be made in the fairest and most equitable manner possible. However, the Parks and Public Works Department reserves the right to make final decisions in the event of an impasse, prioritizing the best interests of the Town. Not all requests may be granted.
5. At the end of the scheduling meeting, a Parks and Public Works staff will issue tentative schedule to applicants for their review.

**For rentals for the period of January 1 through June 30:**

<b>Type of User</b>	<b>Apply on:</b>
Resident Non-Profit Organizations	October 1
Non-Resident Non-Profit Organizations	November 1
All others	November 1

**For rentals for the period of July 1 through December 31:**

<b>Type of User</b>	<b>Apply on:</b>
Resident Non-Profit Organizations	March 1
Non-Resident Non-Profit Organizations	April 1
All others	April 1

## Parks and Fields – Maximum Capacity

*Not solely based on square footage of the park, field, or court*

Location	Capacity
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

## Los Gatos Parks Overview:

Field Amenities	Restrooms	Trails (Mi)	Parking Spaces	Baseball	Tennis Court	Basketball	Artificial Turf
Bachman		.3					
Balzer Field	1			1			
Belgatos Park	1	.2	15				
Blossom Hill Park	1	.3	21	1	6		
Creekside Sports Park	1		20				1
Fairview Plaza		.1					
Howes Playlot		.1					
La Rinconada Park		.4			1		
Live Oak Manor Park		.3				1/2	
Novitiate Park		.35					
Oak Meadow Park	1	.4	68				
Oak Hill Playlot		.1					
Pageant Grounds							
Town Park Plaza							
Worcester Park		.6					
Los Gatos Creek Trail		10					
Heintz Open Space		1.4					
Santa Rosa Open Space		2.2					
Kennedy Open Space		.5					