



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, January 13, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Vice Mayor Driscoll, Councilmember Richards, Mayor Toben, Councilmember Wengert

ORAL COMMUNICATIONS

(Time Estimate – 5 Minutes)

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

- (1) **PRESENTATION** – Recognition of 10 year Anniversary of Scott Weber, Maintenance Worker II

CONSENT AGENDA

(Time Estimate – 5 Minutes)

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (2) **Approval of Minutes** – Special Town Council Meeting of December 8, 2009
- (3) **Approval of Minutes** – Regular Town Council Meeting of December 9, 2009
- (4) **Ratification of Warrant List** – December 23, 2009
- (5) **Approval of Warrant List** – January 13, 2010
- (6) **Recommendation by Public Works Director** – Notice of Completion for the Federal Aid Project Requirements concerning the 2009 Resurfacing Project
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed 2009 Resurfacing Project #2009-PW02 / Federal Project # ESPL-5390(004) and Authorizing Final Payment to G. Bortolotto & Co., Inc. Concerning Such Work, and Directing the Town Clerk to file a Notice of Completion (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 90 Minutes)

- (7) **Appeal of Staff Decision of denial of Encroachment Permit for of 4860 Alpine Road Friedman / Achermann Project**
- (8) **Recommendation by Assistant Town Manager – Amended Policies for Use of Town Facilities**
- (9) **Discussion and Council Action – Recommendations for Modifications to the Outfield Area of the Town Center Softball Field**

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 25 Minutes)

- (10) **Appointment by Mayor** – 2010 Commission and Committee Council Liaison Assignments
- (11) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

- (12) **Town Council Weekly Digest** – December 11, 2009
- (13) **Town Council Weekly Digest** – December 18, 2009
- (14) **Town Council Weekly Digest** – January 8, 2010

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: January 13, 2009

RE: **4860 Alpine Road – Continued discussion of Encroachment Permit appeal**

Recommendation:

Town Council deny the revised application for an encroachment permit and ask the applicants to return with an application for a driveway further to the south.

Background:

At the December 9 Council meeting, applicants proposed submitting a modified plan to what was previously submitted to the Town for an encroachment permit. As a result, the Council continued the item to its January 13 meeting to give the applicants time to submit a redesign of their driveway that supported their contention for a minimally safe ingress and egress that forfeited a minimum number of parking places. In addition, the Council appointed a subcommittee of Vice Mayor Driscoll and Councilmember Richards, to discuss new ideas that might result in the granting of the encroachment permit. The subcommittee and staff met with the applicants on December 22 at Town Hall. Vice Mayor Driscoll and Council member Richards then had a following up field meeting with the applicants. A letter and revised plans were submitted on January 5 by the applicant and these are attached as Exhibit A. The new proposal shows the previous proposed driveway being moved 23' further south.

Analysis:

Staff and its engineering consultant Nolte Associates reviewed the new proposal. The proposal as submitted would eliminate approximately 7 spaces. However with reduction of the proposed landscaping and wood barriers the proposal would only eliminate approximately 5 spaces vs. approximately 2 spaces if the driveway was placed where it currently exists today. There are approximately 20 existing parking spaces in the parking area. Staff still feels that the best option for public use is for the new proposed driveway to be placed at the furthest southern end of the parking lot, creating a clear separation between the driveway and the parking lot and preserving the maximum potential parking area for public use. The new proposal still does not alleviate all the reasons for the encroachment permits denial as indicated in staff's December 9 memo. The new proposed driveway location still has the potential to disrupt public use by bifurcating the parking lot and still presents more safety and liability issues than a driveway moved further south. While the latest design reflects progress, staff believes that the public's best interest


would be served by denying the appeal for the encroachment permit. The applicant, staff believes, should amend its request for an encroachment permit to continue to use the existing driveway entry over the Town's right of way.

If the Council chooses to override staff's decision and approve the revised driveway location as presented in Exhibit A, the Town Attorney recommends that the Council accept the applicants offer to provide the Town additional indemnification and additional insured language to the satisfaction of the Town Attorney. It is also recommended, that the applicant work with the Town staff during construction to determine if opportunities arise that would allow for the driveway to move further south or reduction of the number of parking spaces lost.

In addition, and very importantly, the revised drawings indicate new landscaping, wood barriers, and a steel address sign within the right-of-way. These items were not part of the original submittal and should be reviewed by the ASCC and staff when details become available. Staff recommends no landscaping in the right of way except within 7' to the north and 34' to the south of the driveway. The additional landscaping and barriers as proposed would remove approximately 2 more parking spaces. The Town's engineering consultant Nolte Associates and the Public Works Director agree that distances of 7' to the north and 34' south of the driveway would allow for ample space to achieve visibility. The Town may wish to place wheel stops to formalize the adjacent parking spaces.

The applicant's letter requests the Town consider charging no additional fees for the project. It is not fully clear which fees are being referenced. Staff recommends against this because the Town does not waive building permit fees. We believe that there should be almost no additional planning and attorney fees expected except for preparation of an indemnification agreement and if the Deputy Planner is involved if the project goes back to ASCC. In addition, there are still outstanding fees as part of the normal course of permitting i.e. construction and demolition fees, geotechnical review, and plan check. Outside of the encroachment permit, the building permit process is not yet completed. Any further communications concerning fees should involve discussions with the Town Manager.

Attachments: Exhibit A

Approved: 
Angela Howard, Town Manager

Cc: Town Attorney
Planning Manager

Exhibit "A"

January 6, 2010

Town Council Members
Town of Portola Valley
765 Portola Road
Portola Valley, California 94028

Re: Appeal of Encroachment Permit Denial for 4860 Alpine Road

Dear Members of the Council:

The purpose of this letter is to provide additional information regarding the above-noted matter. As you will recall, the appeal of this matter at the December 9, 2009 Council Meeting was deferred until the January 13, 2010 meeting in order to allow Vice Mayor Driscoll, Council Member Richards, Town Staff and us the opportunity to develop a solution that meets both the Town's and our needs.

In December 2009, we met with Mr. Driscoll, Mr. Richards, and other Town Staff to determine how best (1) to preserve the maximum amount of contiguous parking in the Alpine/Willowbrook parking area; (2) to provide access to our property; (3) to preserve significant trees that might be impacted by our proposed driveway; (4) to provide adequate lines of sight to allow for safe ingress and egress; and (5) to accomplish all of these items in a manner that minimally impacts the design of our house. We believe that the attached design, which was developed with significant input from Mr. Driscoll and Mr. Richards, accomplishes these goals. Specifically, the driveway has moved 23 ft to the east, and the driveway flares have been reduced in size. This leaves a significant contiguous parking area to the west of the driveway while also preserving the minimal buffer needed for safe ingress and egress. Our architect, engineers and arborist have opined that this compromise design should preserve all significant trees while minimally impacting the design of the house. We support this compromise solution as an appropriate means to resolve the issues raised in our appeal.

As the Town has previously acknowledged, this matter was brought before the Council as a result of a breakdown in the Town's processes surrounding our project. This breakdown required us to expend substantial sums on lawyers, engineers and design professionals. Given this, we request that the Town consider charging no additional fees to our project from January 6, 2010 forward and that any credit balances as of that date be refunded. We appreciate your consideration of this matter.

We would like to extend our thanks to Vice Mayor Driscoll and Council Member Richards for their efforts in resolving this difficult matter.

Regards,

 *Rick Friedman*  *Annette Achermann*

Rick Friedman and Annette Achermann, Owners

4860 Alpine Road

Portola Valley, California 94028



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager
Cindy Rodas, Office Assistant

DATE: January 13, 2010

RE: **Amendments to Community Hall and Activity Room Use/Rental Policies and Procedures**

At its September 10, 2008 meeting, the Town Council adopted policies governing rental and use of the new Community Hall. Those policies were primarily modeled after the policies pertaining to rental and use of the Multi-Use Room (MUR) that had previously been part of the old Town Center, with minor updates to reflect changes in the building.

Since its opening in October, 2008, there have been 22 private events and 143 public events held in the new building, and the demand for use of the space continues to grow. Our experience over the past year has shown that some changes to both the policies and the rental rate structure should be considered by the Town Council.

Policy Amendments

The Town is understandably proud of the entire Town Center and along with that pride comes a desire to maintain the new Community Hall in excellent condition. Almost immediately upon opening the facility, staff began to notice minor damage to walls and the eucalyptus flooring and that overall, a higher degree of maintenance would be required to keep the building in good condition.

Staff visited the Town of Colma's Community Center and talked with staff there concerning their experience in renting their five-year old facility and learned that they have found it necessary to amend their policies regularly to address new issues that have surfaced each year.

The proposed policies under consideration here (attached as Exhibit "A") are a combination of the Town's existing policies, combined with some that have been adopted by Colma and some that staff recommends, based upon our experience during this past year of operating the facility.

Some of the policies staff is recommending may appear extreme; however, based on our experience and after speaking with staff of other communities with similar facilities, we believe the recommended policy changes are appropriate.

For example, a significant change being proposed is a requirement that food cannot be cooked or re-heated in the activity rooms, and if hot food is to be served in these smaller rooms, the kitchen must also be rented. The reason for this relates to safety. In a recent case, the host of a party rented one of the activity rooms for a child's birthday party and wanted to hold a champagne brunch, complete with crepe cooking stations, in the activity room. Staff had concerns over safety of the party guests, since the room was small, children would be present, hot cooking stations would be placed around the room, and alcohol would be served. The host of the event was attempting to economize by using a smaller room, with a significantly lower rental fee.

Payment for insurance coverage for events is another area where staff quickly determined that a policy amendment should be considered. In the past, the cost of insurance for paid, private events was included in the rental fee. In some cases relating to rental of the activity rooms, the cost of providing insurance coverage has exceeded the rental fee collected. This has particularly been true for parties or other small gatherings where alcohol is being served, since the presence of alcohol automatically increases the insurance premiums that must be paid. Staff is recommending that the cost of insurance premiums be collected and accounted for in addition to and separate from the rental fees.

One of the most challenging issues staff has dealt with relates to the number of activities that can be scheduled during a given weekend, when staff is not on the premises. It has been necessary for us to limit the number of events to one each weekend because we must not only ensure that the facility is clean and ready for the next event, but a damage assessment must also be made prior to release of the security/cleaning deposit.

In addition, some facility users rent additional tables and chairs for events, and the rental companies will not typically remove these items until the next day. This can present problems and conflicts relative to set up for the next function, as there is no place to store additional furnishings, even on a temporary basis.

Staff did recently allow two events to occur on the same weekend on a trial basis, with very poor results. Despite staff checking in on the weekend between two events, there were problems. Based upon our experience, staff is recommending that the one event per weekend limitation be stated in the adopted policies governing use of the facilities.

One other area of significant concern relates to use of tape on the painted wall board throughout the building. In order to attain our Platinum LEED certification, low VOC paint was used throughout the facility. The one drawback we have found is that use of any kind of tape, other than blue painter's tape, results in large areas of paint pulling

away from the wall upon removal. Staff continues to recommend that users of the facility use painter's tape to minimize this damage, but the majority of users do not. We recommend that as soon as practical another appropriate but more durable paint be found and that the interior of the building be repainted to minimize damage and the need for staff to repeatedly repair damage after events.

Staff would like to recommend that use of tape of any kind be prohibited when decorating the facility until such time as the walls have been repainted to prevent damage; however, we recognize this may not be a popular approach. Our concern is not only the staff time it takes to paint over the damage, but also the poor appearance the facility is already beginning to take on as a result of this damage, despite painting over of the damaged areas. It should be noted that the nearby communities of Menlo Park and Colma both strictly prohibit use of tape, nails, tacks and staples to affix decorations in their facilities.

The proposed policy has been written to allow use of painter's tape only in hanging decorations. Staff is seeking direction from the Council concerning this particular policy.

It should be noted that the format for the policies relating to use of the Community Hall and activity rooms has been changed significantly. The prior policies covered not only the Community Hall, but also the athletic fields and other areas of the Town Center. Staff believes it best to separate the policies governing use of the fields from those that relate to use of the Community Hall building, making it easier for residents to fully understand the policies to which they must adhere. For this reason, no red-lined version of the document has been created; however, the existing policies are attached as Exhibit "B".

For your ease of reference, the most notable changes to the policies are:

1. The minimum age of the individual renting the facility has been changed from 25 to 21.
2. Reservations for all but non-local residents with sponsors may be made 12 months in advance (current policy is 9 months)
3. Individuals or organizations requesting use of the facilities to host a discussion of issues relating to public health concerns must be sponsored by the San Mateo County Health Department to ensure information shared is in the public's best interest.
4. Only one event may be scheduled each weekend during the period from Friday through Sunday. The Town Manager may approve additional events that are Town sponsored.

5. Costs for insurance that is obtained through the Town are to be collected in addition to the rental fee.
6. No resident may rent or sponsor the Community Hall or Activity Rooms more than twice in a calendar year (with the 24-event limitation, staff believes this is appropriate)
7. Hot food may not be cooked or re-heated in an Activity Room. If hot food is to be served, the kitchen must also be reserved.
8. Users may not access the room to begin preparations in advance of the time slot that has been reserved.
9. The ratio of adults to youth/teen guests has been changed from 1 adult for every 25 youth to 1 adult for every 15 youth.
10. The Town reserves the right to dispose of items the user fails to remove following an event.
11. Use of smoke/fog machines are not permitted (they could activate the smoke alarms)
12. Adult entertainment is prohibited.
13. No decorations of any kind may be stapled or affixed to the walls, beams, etc. in a manner that creates holes of any size. Only painter's tape may be used on painted wall board.
14. No open flames may be used on the premises, with the exception of birthday candles on a cake that are quickly extinguished or with a chafing dish.
15. Rice, birdseed, sand, confetti, dance wax, etc. are prohibited (these materials can damage the floor)
16. Barbecues are limited to the patio area.
17. Only service animals are permitted inside the Community Hall and kitchen.
18. Only those areas that have been rented may be used. Bounce houses and other play equipment cannot be placed on the performance lawn or surrounding areas.

Rental Rates

Staff has surveyed a number of surrounding communities to determine the market rental rate for comparable facilities and found that our current rates are below other rental

rates for municipally owned facilities. In addition, we have contacted Valley Presbyterian Church to determine their fees for conducting weddings and memorials. A table showing the comparison is attached as Exhibit "C".

Based upon the information obtained and our observations over the past year, staff recommends that the Town's rental rates be increased as follows:

Current

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall (Includes use of kitchen)	\$1,200	\$1,500	8am – midnight	\$ 500
Alder / Buckeye Room	\$75 hour	\$95 hour	2 Hrs.	\$ 250
Memorials (Community Hall)	\$100	\$100	N/A	\$ 500

Proposed

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall (Includes use of kitchen)	\$1,800	\$2,800	8am – midnight	\$1,000
Alder or Buckeye Room	\$ 100	\$ 150	2 Hrs. Meetings 4 Hrs. Parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$ 100 Use Fee	\$ 125 Use Fee	None	\$ 100
Memorials (Community Hall)	\$1,000	\$1,500	N/A	\$ 500
Redwood Grove (Weddings only)	\$ 150	\$ 200	None	\$ 100

Additional Equipment

Users of the facility have indicated a desire to have a microwave oven and a large coffee urn available, and staff believes these are items that can be purchased for less than \$250 and should be made available.

Application/Agreement, Checklist & Renter's Responsibilities Forms

Staff has updated the Application/Agreement form and has developed a cleaning checklist, as well as a form reminding users of the most significant policies they must adhere to. These forms are attached as Exhibit "D"

Recommendation

1. Provide direction to staff concerning the proposed use/rental policy amendments.
2. Set public hearing for increases to fees for February 10, 2009.

Approved:

Angela Howard

Attachments

Exhibit "A"

**TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Use/Rental Policies and Procedures**

Reservations

The Town of Portola Valley makes its Community Hall, Activity Rooms and kitchen available for use by Portola Valley residents 21 years of age or older. Portola Valley residency is defined as those residents who live within the legal Town Limits of Portola Valley. Non residents may be eligible to use the facilities provided they are sponsored by a Portola Valley resident. Sponsors assume responsibility in the event of damage to the facility that is not covered by the deposit.

To make a reservation to use the Town's facilities, the user must visit Town Hall during normal Town business hours:

Monday – Friday 8:00 a.m. – 1:00 p.m. and 3:00 p.m. – 5:00 p.m.

Priority	User Type	Can Schedule	Fees	Deposit	Insurance
1	Town of Portola Valley & Committees	Anytime	No	No	No
2	Public Agencies (Woodside Fire; CERPP; Library JPA; PV School District; Woodside Priory)	12 months prior	No	No	Ins. Cert. & Hold Harmless
3	Community/Neighborhood Sponsored Local Groups (4-H; PTA; AYSO; Little League; PV Garden Club; Children's Theater; Westridge Garden Club; Local Homeowners' Associations.)	12 months prior	No	Yes	Ins. Cert. & Hold Harmless
4	Local Non-profits (Windmill School; Blood Drive; Our Lady of the Wayside Church; Christ Church; Valley Presbyterian Church)	12 months prior	Free Event-No Fee Fundraiser 50% fee	Yes	Ins. Cert. & Hold Harmless
5	Special Events – Local Residents (Private parties)	12 months prior	Yes	Yes	Special Event Insurance
6	Special Events – Non-local Residents with local resident sponsor	9 months prior	Yes	Yes	Special Event Insurance

Reservations are taken on a priority and/or first paid, first served basis. The Town accepts cash and checks as forms of payment. Reservations are not confirmed until the completed reservation form has been approved, all required fees and security deposits have been paid, and any required evidence of insurance is submitted. Approval is dependent upon intended use, availability, and the applicants' agreement to abide by the policies set forth herein.

Use of the Community Hall and Activity Rooms for private events is limited to twenty-four (24) events in a calendar year.

All applicants must meet with the Facility Coordinator (Office Assistant) prior to their reservation being approved.

Users of the Town of Portola Valley Community Hall or Activity Rooms must be a local resident at the time the reservation is made, as well as on the date of the event. Non-residents may be eligible to use the facilities only if a local resident is willing to sponsor their use.

Community neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to twice each month at no charge

Individuals or organizations requesting use of the Town's facilities to host a discussion of issues relating to public health concerns must be sponsored by the San Mateo County Health Department to ensure that information disseminated is in the public's best interest.

No resident may rent or sponsor the Community Hall or Activity Rooms more than twice in a calendar year.

Town of Portola Valley activities have priority in the Community Hall, Activity Rooms and the Town Center campus generally. The Town reserves the right to deny use of the Community Hall and Activity rooms when the facilities are needed for Town sponsored activities, such as the Green Speaker Series, Volunteer Holiday Party, Blues & Barbecue, the Town Picnic, and other similar events.

The Town reserves the right to relocate or cancel an event if emergency conditions exist, in which case all fees will be refunded to the renter. An emergency is defined as a natural disaster, such as an earthquake, fire, flood, etc., or a condition that renders the facility inoperable.

Room Availability

The Community Hall and Activity Rooms are subject to availability and may be reserved for all or part of the following periods:

Monday – Thursday	8:00 a.m. – 9:00 p.m. (meetings only/no parties without Town Administration approval)
Friday, Saturday & Sunday	8:00 a.m. – midnight

Use time includes the time needed for set-up, delivery of supplies, break down and clean up. The facilities may be closed on certain days of the year for maintenance at the discretion of the Town Manager or his/her designee.

Due to staffing constraints, only one event may be scheduled during each weekend period from Friday through Sunday. The Town Manager may, in his/her discretion, allow additional weekend events when it is necessary to accommodate a Town sponsored event.

Facility Rental Rates & Deposits

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Resident	Non-Resident	Minimum Rental	Deposit
Community Hall	\$1,800	\$2,800	8am – midnight	\$1,000
Alder or Buckeye Room	\$100	\$150	2 Hrs. Meetings 4 Hrs. Parties	\$ 250
Kitchen (must rent with room – No fee with Community Hall)	\$100 Use Fee	\$125 Use Fee	None	\$ 100
Redwood Grove (weddings only)	\$150	\$200	None	\$ 100
Memorials	\$1,000	\$1,500	None	\$ 500

Local Non-profit organizations holding a fundraising activity that is not Town sponsored will be required to pay one-half of the fee for the room they wish to reserve.

Insurance

Evidence of insurance coverage providing a minimum of \$1,000,000 general comprehensive liability coverage is required for all special events and events that are not Town sponsored. The Town must be named as an additional insured on any policy endorsement. Evidence of insurance coverage must be provided to the Town no later than ten (10) working days prior to the date of the event.

The Town may arrange appropriate special event insurance on behalf of renters or others using the facility; all costs of such insurance coverage are to be paid by the renter or organization utilizing the facilities. The Town requires that special event coverage offered through the Town be obtained for any event at which alcohol will be served.

Damage

A damage deposit for each event/room to be used will be required for all events excluding those that are Town-sponsored. Damage deposits are refundable provided the following conditions are met:

1. All rules/guidelines governing rental usage of the facilities are met
2. The room and common areas (including surrounding outside areas) are left clean and orderly per the Room Clean Up Check List
3. Restrooms are left in neat order
4. User of room does not exceed the scheduled time
5. All equipment is accounted for and undamaged
6. Additional staff time is not required
7. Damage to the building has not occurred.
8. All rules/guidelines governing alcohol consumption as stated in this policy document are met
9. The user must be on the premises throughout the event and clean up of the facility
10. The user, participants, and/or contracted staff do not cause a false fire alarm (for example, using a smoke or fog machine as part of entertainment; smoking inside the facility; using the kitchen without turning on the fan)

If these conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the damage deposit. If any damage caused during the period of use exceeds the amount of the deposit, the user will be charged the difference and may lose facility use privileges for one year. Any damage will be documented by staff following the event through use of notes and photographs.

The user should allow four weeks for the arrival of any damage deposit refund that is due.

Cancellations and Changes

The cancellation policy is as follows:

1. To receive a full refund with no penalty, a renter may cancel facility reservations thirty (30) days in advance. Full refund includes the rental fee and deposit.
2. If a renter cancels with less than thirty (30) days but fourteen (14) or more days in advance of the event, one half of the rental fee and the full deposit will be returned.
3. If a renter cancels with less than fourteen (14) days notice, they will forfeit the entire rental fee; the deposit will be returned; the Town will retain any monies collected to cover the costs of insurance for the event that may have been arranged by the Town.
4. A renter may change the facility rental date with no penalty fourteen (14) days or more in advance of the event. At the time the renter requests a change in event date, the new date must be determined, based upon availability, and 20% of the rental charge will be assessed as a re-scheduling fee.
5. Users of the facility who are not required to pay a rental fee but have paid a deposit will be issued a refund for the entire deposit amount.

Note: The Town reserves the right to change or cancel any part of a use agreement and the related scheduled activity.

Community Hall Kitchen Information

The kitchen may be reserved for use only in conjunction with the use of the Community Hall or an Activity Room. An additional use fee and damage deposit will be collected for use of the kitchen when it is used in conjunction with rental of an Activity Room.

Use of the kitchen includes the following:

Refrigerator and freezer
Stove/oven
Dishwasher

Microwave Oven
Coffee Urn

It is the responsibility of the user to provide their own cooking equipment, serving and eating dishes, tablecloths, paper products, utensils, and all other kitchen related items.

Users may not store any items in the kitchen prior to or following their event. Town staff must be contacted if additional rental time for the kitchen is needed.

Room Set-Up

The user is responsible for setting up the room rented for an event. Town staff is not available to set up tables, chairs and other equipment.

Care must be taken in moving tables and chairs into position. TABLES, CHAIRS AND OTHER EQUIPMENT SHOULD NOT BE DRAGGED ACROSS THE FLOOR IN THE COMMUNITY HALL. Damage that occurs to the floor is the responsibility of the user and may result in forfeiture of the entire damage deposit.

The user will not be allowed access to the room prior to the start time designated on the use contract. Please be sure to allow enough time to complete the room set-up and decorating when reserving the room. The user will be charged for any and all time used for set-up and clean up.

The user is responsible for cleaning the tables and chairs prior to returning them to the storage area at the conclusion of their event. Please refer to the clean up checklist for more information regarding clean up.

The Town does not rent or supply linens for events and receptions. Linens are the responsibility of the person arranging use of the facility.

Youth & Teen Events

Users must notify and receive approval from the Town Manager or his/her designee prior to a use application being accepted for an event where youth and teen guest participation outnumbers the adult participation.

For these types of events the user may be asked to meet the following conditions:

- Provide chaperones for minors at a ratio of 1 adult for every 15 youth/teen
- Pay additional deposit fees
- Purchase special event liability insurance through the Town

Failure to notify the Town staff of youth and teen events where the youth and teen guest participation outnumbers the adult participation may result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

Alcohol is strictly prohibited for youth oriented events (i.e. teen dances, graduation parties, etc.).

Charging for Events or Cover Charges

Users may not collect an admission or any other charge for an event held in the Community Hall or Activity Rooms. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:

- Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies; or
- Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event (i.e. a class reunion for which attendees pay a fee to defray the actual costs of the event). A detailed budget demonstrating how funds will be used must be submitted with the use application for consideration.

Unauthorized collection of admission charges or sales of services or products of any kind that have not been expressly approved in advance and in writing by the Town Manager or his/her designee will result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose facility rental privileges for up to one year.

Alcohol Information

Alcohol is permitted in the Community Hall and Activity Rooms, provided the plan to serve alcohol is disclosed to the Town at the time the application for use is submitted. Alcohol may only be served to adults over the age of twenty-one.

In the event a user would like to serve alcohol at an event they must purchase event insurance through the Town that expressly provides coverage relating to the service of alcohol during the event.

Users serving alcohol during their event without obtaining insurance coverage through the Town that specifies that alcohol will be served will forfeit their entire damage deposit, and may forfeit all future facility use privileges.

Alcohol Rules & Regulations

- Alcohol is only permitted, if approved, in the Community Hall, Activity Rooms and the adjoining patio outside the Community Hall.
- Users are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol.
- THE USE OF KEGS IS LIMITED TO THE PATIO AREAS ONLY. Kegs are not to be placed on the wooden floor in the Community Hall.
- Minors, under 21 years of age, may not consume or distribute alcoholic beverages.

Failure to follow these rules may result in forfeiture of the damage deposit and possible loss of future facility use privileges.

Maximum Room Capacities

Room	Square Footage	Room Capacity Seated	Room Capacity Standing
Community Hall	2,638	175	402
Alder Room	878	59	125
Buckeye Room	700	47	47

Exceeding the maximum room capacity may result in forfeiture of the damage deposit, and possible loss of future facility rental privileges.

Equipment Included in the Rental

Chairs: 195
Tables: 15 (72" round)
Rectangular Tables: 15 (5 ft. – 4; 6 ft. – 6; 8 ft. – 5)

Town-owned tables and chairs are not available to be loaned for off-premises events. The Town Manager or his/her designee may make exceptions to this policy on a case-by-case basis in writing.

Check in Prior to the Event

The user must check in with the Town during normal business hours prior to the event to obtain a key to the facility for any event that will be held after normal business hours or on the weekend.

The user must remain on site at all times during the event, and must have a copy of the use agreement in his/her possession. If the user leaves the premises during the event he/she may forfeit their deposit.

A staff member will conduct a pre-event room inspection prior to the start of the event to ensure cleanliness of the facility.

Loading, Deliveries, and Storage

All delivery vehicles must remain in the parking lot or on the delivery path for loading and unloading of vehicles. Vehicles may not pull up on grass areas, in front of doorways, in handicapped parking spaces or on sidewalks. Upon completion of deliveries, vehicles must be immediately moved from the delivery path.

All deliveries must occur during designated use times only. Deliveries that arrive early will not be accepted. Town staff will not sign for any delivery items. All items must be removed from the premises at the conclusion of the event. In the event tables, chairs and other items rented for use during an event must be left for removal by a rental company or others, these items must be removed no later than 12:00 noon on the first business day following the event.

The Town reserves the right to dispose of any items that the user fails to remove from the premises following an event. Users are not permitted to store items at the facility under any circumstances.

Cleaning the Facility

Users are responsible for cleaning the room(s) in accordance with the supplemental Checklist.

All garbage is to be removed from the facility and placed in the cans provided outside on the patio area adjacent to the kitchen, with care given to dumping any liquids down the kitchen sink. In the event there is an inadequate supply of cans and plastic trash bags must be used, care should be taken that bags do not contain liquids that can leak onto the patio area leaving stains.

All tables and chairs are to be cleaned and returned to the storage area, and neatly stacked.

The user may utilize cleaning equipment and supplies (brooms, mops, etc.) that are located in the janitor's closet in the storage area. To ensure the return of the damage deposit, the room must be left in a clean condition that would enable a subsequent user to use the facility in the condition it is left in.

If the time reserved is exceeded, the additional time will be deducted from the damage deposit and any remainder charged to the user.

Users are responsible for ensuring the facility is locked and secured prior to leaving the premises following an event.

Following the event a staff member will inspect the premises for cleanliness and damage and will document through notes and photographs any conditions for which all or a portion of the deposit will be withheld.

Entertainment

DJ's, bands, clowns, magicians, etc. are permitted at the Community Hall and Activity Rooms. However, music should be kept at a volume that cannot be heard by surrounding neighbors and must cease no later than 11:30 p.m.

Use of smoke/fog machines is not permitted, for they may activate the fire alarm system. The Town does not have a stage on the premises. In the event a user would like to bring a stage onto the premises for use during an event, prior written approval of the Town Manager or his/her designee must first be obtained, and care must be used in assembling/disassembling it within the room rented.

Decorations

Tacks, nails, and staples are prohibited everywhere. Only painter's tape may be used to affix decorations to the painted wall board. Violation will result in forfeiture of the entire damage deposit.

All decorations must be flame retardant treated. The Town may require the user to obtain approval from the Woodside Fire Protection District for use of certain types of decorations.

Balloons may be used, but care must be taken to ensure that helium balloons do not become entangled in light fixtures and ceiling fans, causing damage.

Candles/Flammable Materials & General Fire Safety

Candles with flames may not be used in the Community Hall or Activity Rooms, except when their use is limited to placement on a birthday cake or utilized with a chafing dish. Otherwise, use of any type of candle with a flame or any other type of open flame is strictly prohibited, and will result in forfeiture of the damage deposit.

Chafing dishes and other heating devices for food may only be used in the Community Hall room and kitchen.

Users are responsible for ensuring that exit doors and aisles are not obscured or obstructed and that fire extinguishers are in place and access to fire extinguishers is not obscured or obstructed.

Cooking & Re-Heating of Food in Activity Rooms Prohibited

No cooking or re-heating of food may take place in the Activity Rooms. Cold foods, such as sandwiches, finger foods, cake, cookies, etc. may be served. In the event hot foods are to be served, the kitchen must be reserved and used in its preparation or re-heating.

Rice, Birdseed, Confetti, Dance Wax, Sand, Etc. Prohibited

The use of rice, birdseed, confetti, dance wax, sand and similar materials is strictly prohibited at the Community Hall building, both inside and outside. Use of these materials in violation of this policy will result in forfeiture of the deposit.

Parking

Users and guests of the Community Hall and Activity Rooms may park in designated parking areas around the Town Center. Parking in undesignated areas under oak and redwood trees is strictly prohibited.

Smoking

The Community Hall and Activity Rooms are smoke free facilities; therefore, smoking, chewing, etc. is prohibited inside the facilities. Persons who wish to smoke at the facility may do so OUTSIDE at least twenty-five (25) feet from the facility and away from the children's playground area. The user is responsible for cleaning of debris as a result of smoking/chewing during the event.

Recreational Drugs Strictly Prohibited

Recreational drugs of any kind are prohibited on all Town-owned property. Violation of this policy will result in forfeiture of the damage deposit, possible criminal charges, and loss of future facility use privileges.

Barbecues

With prior approval from the Town Manager or his/her designee, the use of barbecues may be permitted on the patio areas immediately adjacent to the kitchen or the Community Hall. No grills of any kind are permitted inside the building.

The only types of barbecues permitted are those typically found in residential use, such as kettle style or propane-style barbecues. Ashes and briquettes from a kettle-style barbecue should be extinguished and disposed of at an appropriate location other than on Town property.

Fireworks

Fireworks (including sparkler, firecrackers, bottle rockets, and all other types of fireworks) are not permitted in any area of the Town Center campus. Use of fireworks in violation of this policy will result in forfeiture of the damage deposit and may result in forfeiture of future facility use privileges.

Additional Equipment

Users may bring in barbecues, band equipment, DJ equipment or other equipment to be used during an event, provided items brought in are not expressly prohibited by these policies and are disclosed to the Town as part of the rental application process.

Security Services

The Town reserves the right to require that security services be provided throughout the event. When it is deemed such services are warranted, all associated costs will be borne by the user.

Animals

Animals, other than service animals, are not permitted inside the Community Hall or kitchen.

Use of Areas Limited to Space Rented

Users of the Community Hall and Activity Rooms must limit their activities to the room(s) and patio areas they have reserved.

Bounce houses, jumpers and other outdoor recreation and play equipment may not be placed on adjacent lawn areas, in the redwood grove or on athletic fields.

Participants at events held at the Community Hall and Activity Rooms may not interfere with other residents' use of amenities at the Town Center campus.

Unauthorized use of additional areas may result in the assessment of additional rental fees, forfeiture of deposit and loss of future facility rental privileges.

Sales of Products or Services Prohibited

Users of the Community Hall and Activity Rooms are strictly prohibited from offering for sale any type of product or services.

EXISTING POLICIES

TOWN OF PORTOLA VALLEY

**Policy Concerning Rental and Use of
Town of Portola Valley
Buildings, Parking Lots and Recreational Facilities**

This policy sets forth procedures for rental and use of buildings, parking lots and recreational facilities owned by the Town of Portola Valley and establishes:

1. General Policies;
2. Use Restrictions;
3. Rental Procedures;
4. Required Deposits, Fees and Insurance; and
5. Required Cleanup and Litter Deposit Refunds.

This policy establishes a consistent, fair method for responding to requests for rental and use of Town-owned buildings and recreational facilities.

1. General Policies

All Buildings, Parking Lots and Recreational Facilities

- a. The Town rents its facilities on a first come, first served basis to Town residents. Non-residents may request use of facilities only through sponsorship by a local resident.
- b. Renters are liable for all damages or loss to facilities, property and/or equipment if the renters cause the damage or loss.

Tables and Chairs

- a. The Town does not rent or loan tables and chairs for off-premises gatherings. The Town Manager or his/her designee may make exceptions to this policy on a case-by-case basis.

Community Hall and Activity Rooms (Alder and Buckeye Rooms)

- a. The Town makes the Community Hall and activity rooms available on a first-come, first-served basis. Reservations may be made up to nine (9) months in advance of an event.
- b. The Community Hall is rented for a full day, from 8:00 a.m. to 12:00 midnight.
- c. Activity rooms are available on an hourly basis, with a 2-hour minimum.
- d. The Town provides tables and chairs in the Community Hall and activity rooms, but does not provide other equipment (e.g. audiovisual, sound systems, additional lighting, table coverings, etc.) Town Staff is not available for set-up.

- e. The Community Hall and activity rooms are not made available for private business meetings at which products will be sold or at which fees are collected.

Parking Lots

- a. For special events (e.g., car and horse shows, etc.), the Town rents parking lots at Town Center and Ford Field on a first-come, first-served basis.
- b. Parking is restricted to designated paved areas only. Parking is not allowed on roads marked "NO PARKING", gates must not be blocked, and there is absolutely no parking on adjacent private property.

Recreational Facilities

- a. The Town rents Ford Field, Rossotti's Field, Russ Miller Field and the Town Center Baseball Field on an as-available basis.
- b. The Town rents picnic areas around the Baseball Field to groups on a first-come, first-served basis.

2. Use Restrictions - Generally

All Buildings and Recreational Facilities

- a. Town-sponsored activities shall have priority in scheduling of all Town owned facilities.
- b. The Town reserves the right to relocate or displace activities in the event of an emergency.
- c. Use of Town buildings and recreational facilities must not intrude on private property adjacent to Town facilities.
- d. Use must not exceed the building/room capacity limit.
- e. No public advertising of a party or gathering is allowed. Events shall be private and shall be by invitation only.
- f. No weapons are allowed on Town-owned property except for those carried by duly sworn law enforcement personnel.
- g. No recreational drugs of any kind are allowed on Town-owned property.
- h. The applicant may not collect an admission or any other charge for an event. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:
 - i. Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies;
 - ii. Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event.
- i. No sales are allowed in Town buildings/rooms. Food sales are allowed at the snack shack at Ford Field.

- j. Music is not to be heard from off the site, and is not allowed after 11:30 p.m.
- k. Events held in the Community Hall or activity rooms must be concluded by 12:00 midnight. Events held at recreational facilities must conclude by sundown.
- l. Following use of Town buildings, the user is responsible for locking all doors and closing all windows upon departure, and for returning key(s) as instructed.

Community Hall and Activity Rooms

- a. The Town reserves the right to require the user to pay for and hire a security service satisfactory to the Town.
- b. The Town may require a guest list to be on hand and available to the security service.
- c. The Town may require an employee of the Town to be in attendance whenever a building is used. The applicant may be charged for time involved.
- d. If any minors are to be present, at least one chaperone for each twenty-five (25) minors must be in attendance throughout the event.
- e. Under no circumstances shall alcohol be served to minors.
- f. Alcohol consumption shall not take place outside the Community Hall Building, with the exception of the patio area immediately adjacent to the Community Hall.
- g. Nothing shall be attached to walls, ceiling or staging without specific written approval by the Town. Use of nails, tacks, staples, etc. is not permitted on any woodwork or walls except in specific, identified areas. If used, tape must be removed.
- h. Slip retardants containing abrasives may not be applied to the floor.
- i. All decorations must be flame retardant treated. The Town may require the applicant to obtain approval from the Woodside Fire Protection District for use of certain decorations.
- j. No electrical appliances or extensions may be used except those expressly approved or furnished by the Town.
- k. Candles, including those in centerpieces, are prohibited.
- l. Users are responsible for ensuring that:
 - Exit doors and aisles are not obscured or obstructed;
 - Fire extinguishers are in place and access to fire extinguisher cabinets is not obscured or obstructed.

Classes

- a. All classes that are scheduled to take place in the Community Hall or activity rooms shall be coordinated by Town staff upon receipt of an approved Instructor Services Agreement. Class registration, collection of

fees, payment of instructors and other processes will be carried out by Town staff.

- b. All materials, equipment, props, specialized furnishings, etc. shall be removed following each class to allow use of the room by others. Exceptions may be made, at the discretion of the Town Manager when agreed to in advance in writing.
- c. All instructors with class participants under the age of eighteen must undergo a successful fingerprint check prior to the first class session.

Parking Lots

- a. No camping is allowed in Town-owned parking lots.
- b. No alcohol is to be served or consumed at Town-owned parking lots.
- c. An attendant may be required and paid for by the user of the parking lot to control orderly permitted parking.
- d. No parking of any vehicles (trailers, cars, etc.) is allowed on the grassy area under the oak trees adjacent to Ford Field Parking Lot or Town Center.
- e. Except for designated parking spaces, no parking of any vehicles is allowed in the area next to the Town Center soccer field (road to private property).
- f. Horses are not allowed to use public drinking fountains.

Recreational Facilities

- a. Permission to use athletic fields is rescinded if a "FIELD CLOSED" sign is posted, even if the field has been scheduled for use.
- b. Athletic fields are not to be used if weather or playing conditions do not permit safe use, or if damage to facilities will result.
- c. If any minors are to be present, one or more adult chaperones must be in attendance throughout the event.
- d. Disorderly conduct among players and/or their spectators is not permitted and may result in the removal of groups or individuals from the recreational facility by the Town Recreational Facilities Coordinator or other designated official(s).
- e. No glass bottles or containers are allowed on athletic fields.
- f. No dogs, horses, motorized vehicles or bicycles are allowed on athletic fields.
- g. No camping is allowed at recreational facilities.
- h. Renters are not to tamper with irrigation timers installed at athletic fields.
- i. Amplified sound equipment may not be used at recreational facilities.

3. Reservation and Rental Procedures

All Buildings and Recreational Facilities

- a. Facility rental applications are available at Town Center. (Attachments "C" & "D")
- b. Facility rental applicants must be 25 years of age or older and must appear in person at Town Center for review of their application. A Town representative will check the applicant's identification.
- c. Social events within the Community Hall and activity rooms for which a use fee is paid and private parties are limited to twenty-four (24) events per year.
- d. **Cancellation Policy:** Written cancellation must be received at Town Hall. Refunds will be remitted as follows:
 - Sixty (60) or more days prior to the scheduled event -- *full refund*
 - Less than sixty (60) days but more than thirty (30) days prior to the scheduled event -- *one-half refund*
 - Less than thirty (30) days prior to the event -- *no refund*.
 - If the Town closes a building, recreation facility and/or parking lot after an event is scheduled a full net refund (minus any expenses incurred by the Town) will be remitted to the renter.
- e. The Town requires users to be directly responsible for all their own arrangements (e.g. caterers, delivery persons, etc.), with no exceptions.
- f. Arrangements for pickup of keys must be made during normal business hours. Town Hall is closed on Holidays and weekends.

4. Required Deposits, Fees and Insurance

Deposits and Fees

- a. The Town provides the Community Hall, activity rooms parking lots and recreational facilities free-of-charge for Town-sponsored events, organized community-sponsored meetings and events (e.g. garden club, children's theatre, etc.), other government agencies and local schools (e.g. summer recreation, Town picnic, 8th grade graduation dance).
- b. For other users, rental rates for the Community Hall, activity rooms, recreation facilities and parking lots are provided on Applications (Attachments "C" & "D").
- c. The Town requires a refundable litter deposit for all non-Town sponsored renters of the Community Hall and activity rooms, parking lots and recreational facilities.
- d. The litter deposit must be paid at the time a use application is submitted.
- e. The balance of any outstanding fees must be paid in full, by mail or in person, thirty (30) days prior to the scheduled event.
- f. If custodial/litter pick-up services are required after an event, the user shall be charged the cost of clean up in accordance with the fee schedule.

Insurance

- a. The Town requires organizations or groups using Town-owned buildings, parking lots and recreational facilities to furnish proof of general comprehensive liability insurance coverage in the amount of \$1,000,000.00, based upon occurrence, prior to use of the facility. Insurance requirements are outlined on Applications
- b. If providing their own insurance, the user must also furnish an original certificate of insurance specifically stating that the Town of Portola Valley, its officers, agents, employees and volunteers are included as additional insureds under the policy.
- c. Special event liability insurance is available through the Town.
- d. Private individuals using the Community Hall and activity rooms are provided insurance by the Town, the cost of which is factored into the fee.

5. Required Cleanup and Litter Deposit Refunds

Cleanup

- a. Upon completion of use, users are required to return buildings (inside and outside), parking lots and recreational facilities back to the Town in a condition that is clean, safe, orderly and ready for use by others.
- b. Users are required to pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of the building, parking lot or recreational facility in containers provided.
- c. Users are required to place recyclables in containers provided.
- d. Restrooms are to be left clean and orderly. Sinks, stoves and counters in the Community Hall are to be wiped down, and all garbage, food and utensils removed.
- e. Community Hall chairs are to be stacked up against the wall and tables returned to the dollies.

Deposit Refunds

- a. Town Staff will inspect buildings, parking lots and recreational facilities on the first business morning after the rental use.
- b. If the building, parking lot(s) and/or recreational facilities are found to be in suitable condition, and no equipment/furniture is missing, staff will process a deposit refund check and will mail it to the applicant.
- c. If facilities are found to be in unacceptable condition, staff will prepare a report with attached photographs evidencing the condition of the facility. Staff will process a partial or whole deposit forfeiture and will notify the previous user of the facility.
- d. If custodial services are required after an event, the user will be charged the cost of clean up in accordance with the Town's fee schedule. The cost will be deducted from the litter deposit.

- e. Any damage incurred to walls, windows, tables, chairs or any other Town property will be deducted from the litter deposit.
- f. Any graffiti removal, required repairs and/or missing equipment/furniture arising from event use will be deducted from the litter deposit.
- g. If it becomes necessary to summon the Sheriff during the course of the event because of the conduct of a guest, part or all of the deposit may be forfeited.

RENTAL RATE COMPARISON

Town/City	Community Hall/Ballroom		Meeting Rooms		Kitchen
	Resident	Non-Resident	Resident	Non-Resident	
Atherton (Holbrook Palmer Park)	1-100 \$3,000 101-200 \$3,500	1-100 \$3,500 101-200 \$4,000	\$200 4 Hrs. \$300 All day	\$200 4 Hrs. \$300 All day	Included with rental
Menlo Park	M-Th \$113 Hr. Fri-Sun \$156 Hr.	M-Th \$153 Hr. Fri-Sun \$211 Hr.	M-Th \$56 Hr. Fri-Sun \$75 Hr.	M-Th \$76 Hr. Fri-Sun \$101 Hr.	Included with rental
Palo Alto (Auditorium)	\$85 Hr.	\$85 Hr.	\$55 Hr.	\$82.50 Hr.	\$102 Hr. Resident \$153 Hr. Non-Res.
Woodside	Liberty Hall Private Social Functions 0-3 Hrs. 0-50 \$ 75 51-100 \$150 101-148 \$225 Public Meetings 0-50 \$ 50 51-100 \$100 101-148 \$150 Add'l Hrs. > fee	Residents Only	Liberty Hall is used for events and meetings	Residents Only	No kitchen Sink and refrigerator only
Valley Presbyterian Church	Weddings \$1,850 (no reception) Memorials \$1,490 (includes staff cost)	N/A	N/A	N/A	N/A
Portola Valley Current	\$1,200 (Includes kitchen) Memorials \$150	\$1,500	\$75 Hr. 2 Hr. minimum	\$95 Hr. 2 Hr. minimum	Included with rental of Community Hall
Portola Valley Proposed	\$1,800 (Includes kitchen) 8:00 am – midnight	\$2,800 (Includes kitchen) 8:00 am – midnight	\$100 Hr. 2 Hr. minimum- meetings 4 Hr. minimum- parties	\$150 Hr. 2 Hr. minimum- Meetings 4 Hr. minimum- parties	Included with rental of Community Hall \$100 use fee when needed with Activity Room
	Memorials \$1,000				

**TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Rental Application & Agreement**

Applicant Information Date: _____

Applicant: _____ Group Name: _____
 Last Name First Name

Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Facility Requested

_____ Community Hall _____ Alder Room _____ Redwood Grove
 _____ Kitchen _____ Buckeye Room

Date & Time Requested

Day of Week: _____ Date: _____

Start Time (include set up): _____ End Time (include clean up): _____

Proposed Use (Please complete all information)

Purpose of Use (birthday party, meeting, wedding reception, baby shower, etc.) _____

Estimated Attendance _____ Will food & beverages be served? _____

Will alcohol be served? _____ Entertainment (DJ, band, etc.)? _____

Facility Rental Fees

Room Fee	Add'l Hour(s)	Deposit	Insurance Cost	Total Costs
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Use Agreement

I, the undersigned applicant, hereby represent that the statements in this Application are true and accurate. I will provide thorough clean-up of the facility, as required by the Town and will require all my guests to adhere to the rules and regulations appearing in the attached handout. I will pay all damages to the facility, furniture or equipment caused by me or any person attending the event, other than normal wear and tear.

I agree to hold the Town of Portola Valley, its Town Council, individual members thereof, and all officers, agents, and employees harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the Town's facilities by any person attending the event described in this Application, except if the loss, damage, liability or expense was solely caused by the negligent or willful misconduct of the Town or its agents.

I understand that if any rules, regulations, policies, or procedures are violated or if any damages occur during the occupancy or use of said facilities, I will lose my deposit, may be subject to additional costs for damages, and I may lose my privileges to rent Town facilities for future events. If I am the sponsor, I understand that I may be liable for damages to the facility.

In the event of a dispute over this rental, I agree to binding arbitration under the Commercial Rules of the American Arbitration Association, and the prevailing party shall be entitled to reasonable attorneys' fees and costs.

Applicant's Signature/Date

Sponsor's Signature/Date

TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Check List

Name of Renter: _____

Staff Initials: _____ Date of Event: _____

Room(s) _____

Following an event held in the Community Hall or an Activity Room, a Town staff member will inspect the premises to determine any damage or janitorial issues for which it may be necessary to withhold all or a portion of the deposit.

	<u>Check</u>	<u>Notes</u>
Community Hall		
Floor clean (swept)	_____	_____
Walls clean/damage free	_____	_____
Trash removed	_____	_____
Tables/chairs clean & returned to storage	_____	_____
Alder/Buckeye/Coffeeberry Activity Rooms		
Floor clean	_____	_____
Walls clean/damage free	_____	_____
Trash removed	_____	_____
Counters/sink clean	_____	_____
Tables/chairs clean & returned to storage	_____	_____
Kitchen		
Floor clean (swept)	_____	_____
Countertops/sink cleaned	_____	_____
All items removed from refrigerator/freezer & Left clean	_____	_____
Stove/oven wiped down and clean	_____	_____
All trash/food removed	_____	_____
Restrooms		
Broom clean	_____	_____
Trash placed in receptacles	_____	_____
Miscellaneous		
Outside/Patio areas – trash in cans	_____	_____

Janitorial/Damage Issues: _____

 Staff Signature

**TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Renter's Responsibilities**

Name of Renter: _____

Staff Initials: _____ Date of Event: _____

Room(s) _____

I, _____ am aware of the policies and procedures for renting Town of Portola Valley facilities, as well as my responsibilities as the renter or sponsor of a renter of the Community Hall and/or Activity Rooms.

I understand that I am responsible for the event, guests, guest behavior, equipment used, and outside contractors that I bring to my event.

I understand that if any rules, regulations, policies, or procedures are violated or if any damages occur during the occupancy or use of the facilities, I will lose my deposit, may be subject to additional fines, penalties, and damages, and I may lose my status to rent Town of Portola facilities for future events.

As the renter, I understand:

- I can cancel my event 30 days in advance without penalty.
- I am the contact person for the event, and will act as liaison for any communication between the caterer, event planner, outside contractors or my guest(s) and the Town.
- I cannot misrepresent the purpose of my event, and if I do so, I may lose my deposit and ability to rent the facility in the future.
- I cannot serve alcohol at my event unless it is disclosed and I have obtained the required Town insurance in advance of the event.
- I am aware of my event times, and understand I cannot access the facility earlier to stay later than the contracted time.
- I must be on site, attend the entire event, and bear responsibility for clean up of the facility.
- I must clean and break down tables and chairs, and put them away upon conclusion of the event.
- I must clean the interior and remove any litter from surrounding areas.

- I must take out all trash and recycling, including breaking down of cardboard.
- I will not allow the DJ for my event to use a fog or smoke machine, and I will ensure that the noise levels and conduct of my guests will not be disruptive to neighboring property owners.

Renter:

Signature

Printed Name

Date

Address

Sponsor:

I understand that as a sponsor for this event, I may be held responsible for damages that may occur as a result of the event.

Signature

Date

Printed Name

Address



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: January 13, 2010

RE: **Discussion of Recommendations for Modifications to Outfield Area of Town Center Softball Field**

On June 17, 2009, an accident occurred on the Town Center softball field when a player ran through the collapsible outfield fencing and collided with a tree while pursuing a ball. The player sustained injuries to his face, requiring transport to the hospital by ambulance.

There are four trees in the center outfield that create concern; one established oak, one maple, one newly planted oak and a relatively small, but established redwood. A drawing of the field that shows the irregularity that is created by these trees is attached as Exhibit "A". It should be noted that the location and number of trees is not exact; however, the drawing generally depicts the location of the trees that present the problem condition. Exhibit "A-1" is a photograph featuring the four trees

Following the accident, staff contacted the Association of Bay Area Governments (ABAG), the Town's liability insurance carrier, and Bill Fee of Carducci & Associates, the firm that designed the field, to obtain any recommendations they may have relative to possible modification of the field. The responses received are attached as Exhibits "B" and "C" respectively.

As can be seen in reviewing the ABAG report, various options are presented by Mary Beth O'Connell of Bickmore Risk Services & Consulting, a consultant retained by ABAG:

1. Installation of permanent fixed fencing to prevent players from running into the trees
2. Removal of the trees in the outfield
3. Installation of a warning track along the perimeter of the outfield limits
4. Reorientation of the field

Bill Fee of Carducci & Associates has identified similar options:

5. Designate the field area and remove trees that could serve as a barrier, install soil warning track and high grass outer warning track along the outfield perimeter
6. Designate the field and remove all trees, install an 8 ft. high permanent fence, and a soil warning track
7. Designate the field and remove all trees, install a soil warning track and install permanent sleeves for an 8 ft. high temporary fence that can withstand the impact of an adult running through it

This information was shared with and discussed by the Parks and Recreation Committee at its September 21, 2009 meeting. Following discussion, the Committee recommended that the trees in the center of the outfield be removed, that the Conservation Committee be consulted regarding acceptable alternatives to maintaining the trees, that a warning track system other than dirt be installed, and that the removable outfield fence be moved back and replaced with higher removable fencing if the trees were to remain. The Committee did not view re-orientation of the field as an acceptable option. The Parks & Recreation Committee's formal recommendations are attached as Exhibit "D".

Members of the Conservation Committee visited the site to gain perspective on how the trees may be impacting the field, and the issue was discussed at the November 24, 2009 Conservation Committee meeting. It is the recommendation of the Conservation Committee that the trees in the center of the outfield, including the redwood, be removed, and a warning track around the outfield be installed. E-mails from Paul Heiple, Chair of the Conservation Committee, indicating the Committee's decision, are attached as Exhibit "E".

Both Committees and the staff concur with the recommendation that the trees in the center of the outfield should be removed, and an appropriate warning track system should be installed.

It should be clarified that a number of newly planted trees just outside the playground fence, as well as those between Portola Road and the softball field are not a part of this recommendation. The Council has directed that the newly planted oaks along Portola Road that would potentially block the view of the hills are to be removed to open up the vista. Those trees will be removed shortly, once the Conservation Committee and staff determine whether they should be transplanted or simply removed.

Finally, it should be noted that the Conservation Committee, as well as others, have expressed concern over the possibility of balls being hit into the playground. While we have not heard of any reports of balls actually making it into the playground, it is understandable that parents of children using the playground would have similar concerns. Staff is exploring a variety of options to address this issue.

Based upon the consensus of all involved, staff recommends that the Council direct staff to remove the trees in the center of the outfield and work with the Parks and Recreation Committee to explore various options to provide a suitable warning track around the outfield.

Approved:

Angela Howard, Town Manager

Attachments

Exhibit "A"

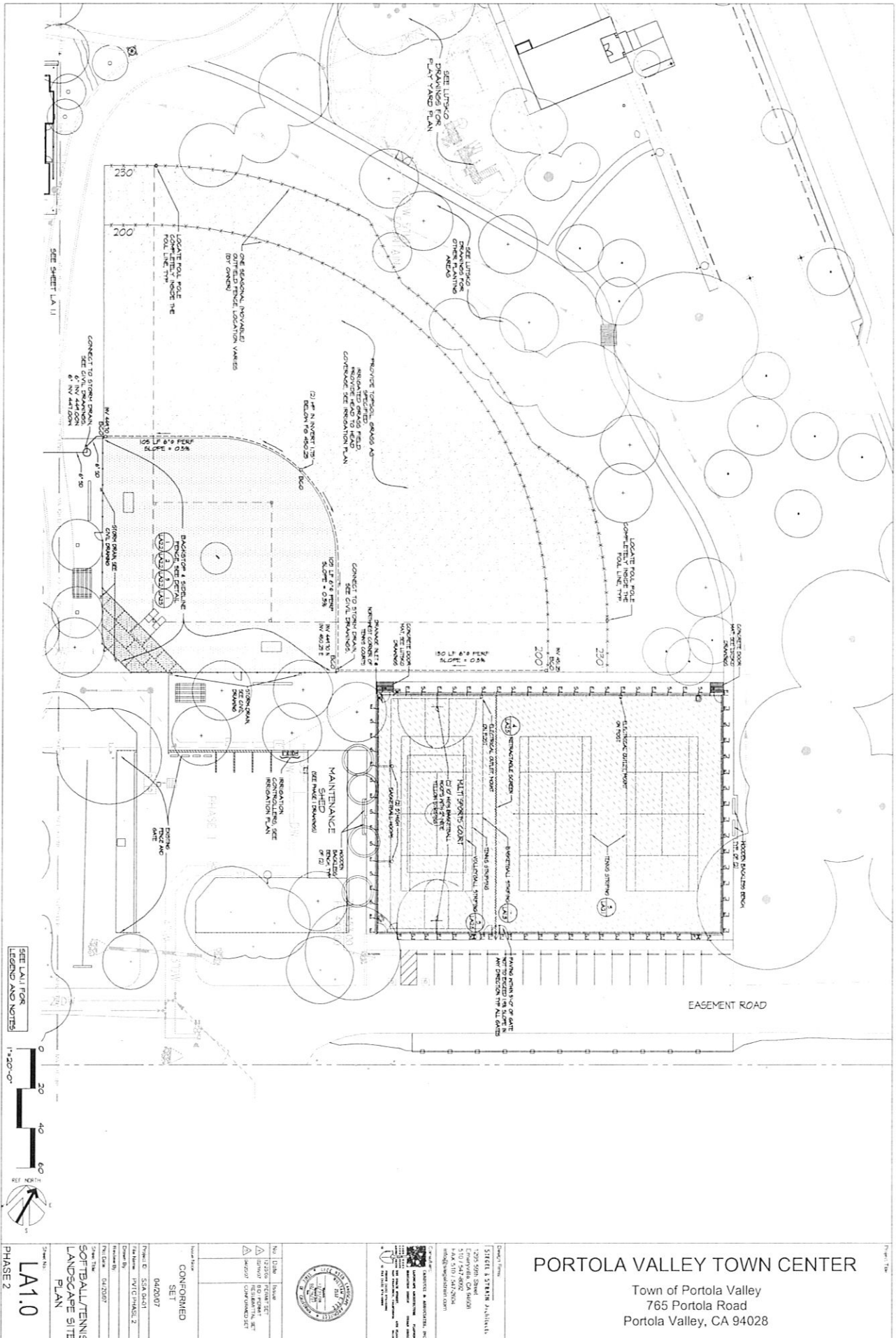


Exhibit "A"

PORTOLA VALLEY TOWN CENTER

Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

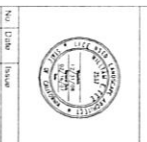
SEE LAYOUT FOR LEGEND AND NOTES



LA1.0
PHASE 2

Project Name	CONFORMED SET
Project No.	042007
Drawn By	ECB/SST
Checked By	YTC/CHAS. Z
Reviewed By	
Date	04/2007

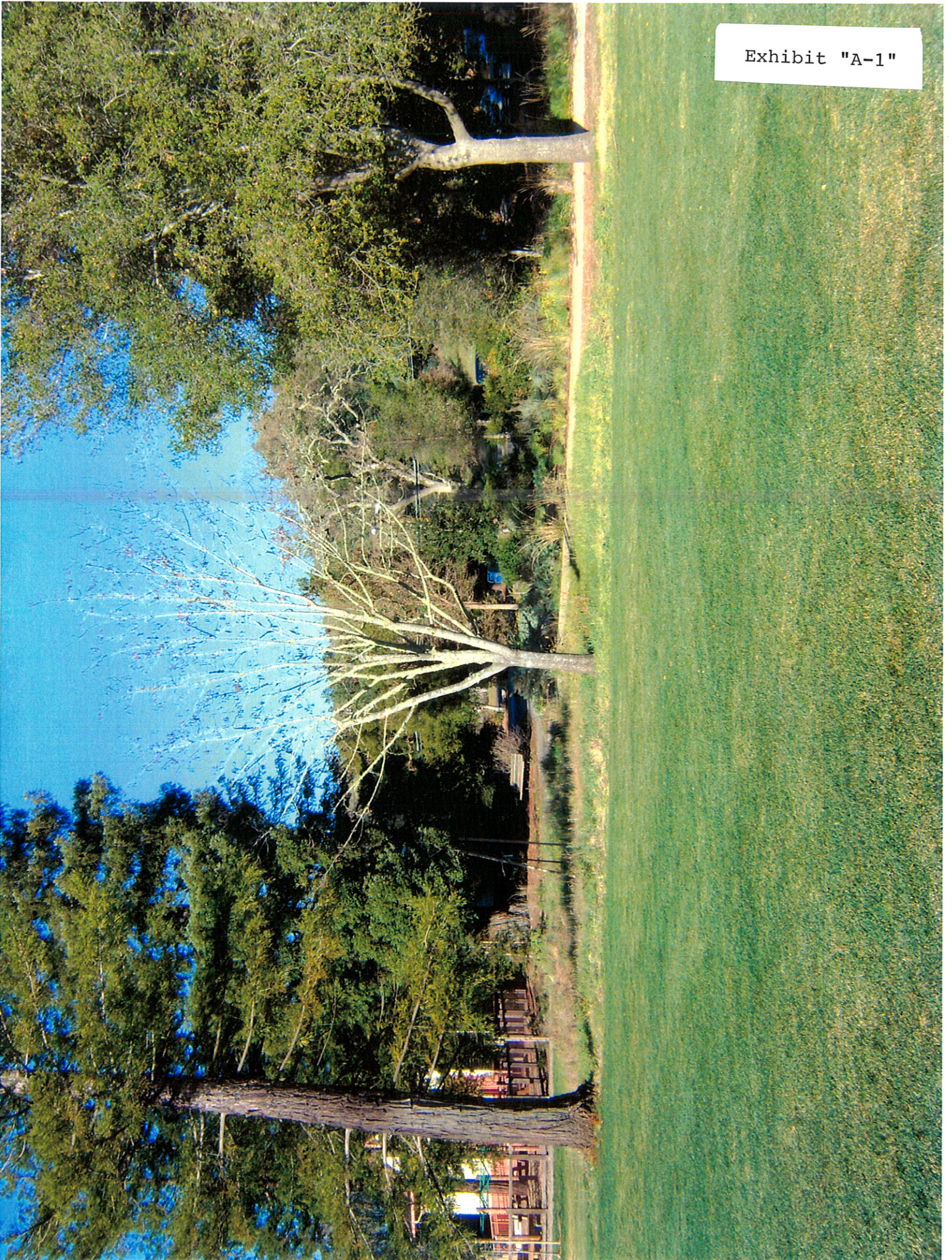
No.	Date	By	Notes
1			REVISIONS
2			REVISIONS
3			REVISIONS



City of Portola Valley
225 South Street
Portola Valley, CA 94028
510-347-2000
www.portolavalley.org

Printed: 1/18/07

Exhibit "A-1"



Portola Valley Town Center Softball Field - Outfield Trees

Prepared for

**Town of Portola Valley
Member, ABAG PLAN**

Prepared by

Mary Beth O'Connell, RN, COHN-S, ARM-P
Manager, Risk Control
Bickmore Risk Services & Consulting

July 2009

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INTRODUCTION

Mr. Tony Macias, Recreational Facilities Coordinator, Town of Portola Valley, at the request of the Town Administrator, requested a visit to the Portola Valley Town Center softball field to evaluate the need to remove a small maple tree from the outer perimeter of the softball field. The evaluation was conducted on July 1, 2009 by Mary Beth O'Connell RN, COHN-S, ARM-P, Manager, Risk Control, with the participation of Mr. Macias.

The Portola Valley Town Center Fields project was designed by Carducci & Associates, Inc., and built to specifications in 2008. By mutual agreement amongst the stakeholders, the original design of the softball field included the preservation of as many trees as possible to maintain the Town's rural ambience. The intent was that the softball field be used by residents for other activities when the leagues are not in play. In keeping with the intent of the design and the Town's tree ordinance, some trees were removed and some were relocated, and flexible portable fencing was provided for softball league use.

EXECUTIVE SUMMARY

We were asked to evaluate the potential hazards presented by multiple trees located beyond the natural perimeter and portable flexible fencing used during softball play. Our understanding of the incident is that an adult member of the Portola Valley Softball League, running to catch a fly ball in the outfield, kept running and ran into and over a flexible portable fence, ultimately hitting his face "straight on" into a maple tree. Many people witnessed the incident and found it very upsetting. Paramedics were called, and he was taken to Stanford Hospital Emergency Room for evaluation and treatment. We were advised that he sustained multiple comminuted fractures of the right maxillary bone and two hairline fractures on the left side of his face. He required sutures over two lacerations above the right eye. He also sustained multiple abrasions over his right chest, left arm, and right leg. There have been no other reported incidents since the new softball field was opened to the public. The community's and the Town's concern is to minimize potential risks by taking appropriate measures.

The softball field is in its second season of use. It is leased to two leagues: (a) Alpine Menlo Little League, which uses the field year round, except during the Fall and during holidays, for leagues for children 11 years of age and under, and (b) Portola Valley Softball League, which uses the field for social softball from early Spring through September. Technically, the leagues are responsible for setting up and removing the flexible portable net fencing, but in reality, the Town often does this for them. When not in use by the leagues, families use the softball grounds for socializing, including picnics, games, and other family activities.

The conditions observed and discussed were reviewed against the Official Little League Softball Rules for field dimensions and the Site Plan developed by Carducci & Associates, Inc., a San Francisco-based landscape architecture firm selected by the Town to design the Portola Valley Town Center Fields project.

RECOMMENDATIONS

1. The Town should contact the architect and designer, Carducci & Associates, Inc., to discuss the incident and any potential changes to the softball field and gain their approval as the designer before making changes. Questions to ask include:
 - a. Can the softball field be re-oriented in the opposite direction?
 - b. What is the proper placement of the warning lines?
 - c. Should the portable fence be moved?
 - d. Is there sufficient clearance in the outfield if the fence is moved?

In addition, we have provided options that can be added to the discussion with Carducci & Associates, Inc. and discussed with the Parks and Recreation Committee and Town Council. The options are listed in priority order.

2. Clarify the contractual responsibilities of the Town and both softball leagues in maintaining the softball field and equipment, such as the portable fencing currently in use.

DISCLAIMER

The consultant and Bickmore Risk Services & Consulting have made a sincere effort to conduct a thorough evaluation, but there is no guarantee that all existing or potential hazards have been identified and documented. This report is based on conditions at the time of the survey, information provided by the Town, and conditions apparent during the survey. The information in this report does not guarantee operations noted are in compliance with federal, state, or local laws or regulations. Further, the absence of comment or recommendation on a given area does not mean the area is in compliance with all acceptable codes and statues, conforms to good practices and procedures, or is without a loss potential. The Town's compliance with these recommendations is not a guarantee that losses will be prevented or reduced. These recommendations are not a substitute for the Town's responsibility to administer its safety and risk control programs.

**Portola Valley Town Center Softball Field
OBSERVATIONS AND RECOMMENDATIONS**

No.	Condition/Risk Exposure	Observation	Options
1.	Fencing	With the exception of the backstop area, there is no permanent fencing around the softball outfield. Permanent chain-link fencing is commonly used for Little League softball fields.	Consider the installation of permanent fencing around the outfield to minimize the possibility of players running into the trees that were preserved when the softball field was initially built. This option would preserve the trees, but obstruct the scenic highway view. This will prevent players from running into the trees, as well as provide a barrier between the field and the playground behind and to the left of center field. This would eliminate the need to remove most of the trees if the fencing can be built to accommodate them.
2.	Trees	There are many trees beyond the perimeter that anyone could run into while playing softball. Many of them are close enough to be the source of a similar type of incident.	The decision to preserve the trees was made during the site-plan design phase to maintain the rural ambience of the area. The Town can choose to preserve all of the trees, remove all of the trees, or identify and remove only those that are considered to be too close to the portable fencing. This option would eliminate the risk of running into a tree but change the natural rural ambience. It may also require a change in the Town's tree ordinance protecting heritage trees.
3.	Portable Fencing and Trees	Both the portable fencing and trees present potential hazards to players while running to catch a fly ball.	The third option is a combination of option 1 and option 2. This would involve removing all or some of the trees and installing a chain link fence with sufficient room for clearances and warning track lines.

**Portola Valley Town Center Softball Field
OBSERVATIONS AND RECOMMENDATIONS**

No.	Condition/Risk Exposure	Observation	Options
4.	Warning Track	The initial site-plan design shows two “warning track lines” one at 200 feet from home plate, and one six feet in from the warning track. The Town uses portable fencing and a painted/chalked line as the “warning track”.	<p>Following the report of a the injury discussed above, the Town moved the portable fence six feet closer to the outfield perimeter as a temporary measure. While the shorter distance is in keeping with the Official Little League dimensions for the field, we recommend the Town review the initial site-plan design, and if necessary, contact Carducci & Associates, Inc. to determine if, based on their experience, they are in agreement with the change.</p> <p>The placement of “warning tracks” is intended to alert players of the nearby edge of the playing field and to reduce the risk of injury. Contact the landscape designer to determine if the fence can stay forward or whether it should be moved back to the initial site-plan design location. In both cases, paint or chalk a warning track line within a reasonable distance in front of the portable fence. Set the fencing to prevent gaps between the sections.</p> <p>The Town would need to maintain the warning track line so that it is clearly visible during play.</p>
5.	Reorient the Softball Field Orientation	The softball field is oriented so that the backstop fencing is not readily visible through the trees or from the scenic highway.	Reorientation of the softball field opposite its current design would eliminate the need to remove the trees or install permanent chain-link fencing. However, this would alter the rural ambience in that the fencing would be clearly visible from the highway and other adjacent areas.

Portola Valley Town Center

Photographs

Evaluation of Softball Field/Tree Hazard

7-1-2009



Maple Tree

Maple tree beyond the portable fencing. This is the tree the injured softball player ran into.



Maple Tree & Portable Fencing

Temporary placement of the portable fencing following the recent injury involving the tree.



Heritage Redwood Tree

Other trees close to the portable fencing.



Outfield View

View of playground from the outfield.



Outfield

Portable fencing and more trees beyond the fencing.



Outfield

Additional view of portable fencing and trees.



Outfield, Portable Fencing, Trees

Portable fencing and more trees beyond the fencing, view from approximately the 2nd to 3rd base area.



Softball Field

Diamond and outfield grass taken in front of portable fencing line.

Exhibit "C"



August 26, 2009

Ms. Janet McDougall
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

Reference: Town of Portola Valley
Job #SSA04-01

Dear Janet:

Below is our response to your e-mail to me of August 6, 2009:

- A. The Town needs to decide on options and evaluate the definition of "designated softball field area".
- B. Options:
 1. Formally designate the adult softball field area. Remove all existing trees and stumps that are potentially hazardous to field users. This includes all trees between the northern pathway and home plate. Place a 10' wide infield soil warning track at the edge of the mowed field. Maintain irrigated tall grasses (similar to a golf course rough) between the 10' wide infield soil warning track and the northern pathway. Initiate a rule that balls landing or caught by players beyond warning track are a homerun. Maintain tall grasses free of other objects.
 2. Formally designate the adult softball field area. Remove all existing trees and stumps within designated adult softball field area. Place visually acceptable, permanent 8' high outfield fence with 10' wide infield soil warning track between fence and the mowed field.
 3. Formally designate the adult softball field area. Remove all existing trees and stumps within the designated adult softball field area. Install permanent sleeves for 8' high portable fence that can withstand the impact of an adult running into the fence at the outside edge of the designated adult softball field area. Install a permanent 10' wide infield soil warning track between the portable fence and the edge of the mowed field. Manage placement of fence for player safety. Fence could be relocated to permanent sleeves, without warning track, at 200 ft. from home plate for field limited to Little League use. Manage caps on sleeves when fence is not in place.

Please let me know if you would like to discuss this further.

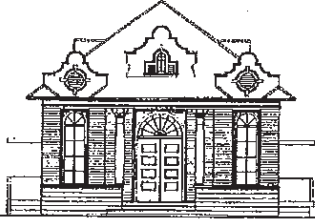
Sincerely,

CARDUCCI & ASSOCIATES, INC.

William E. Fee, Principal
RLA2537

WEF

Cc: Larry Strain, Town of Portola Valley



Town of Portola Valley
Parks & Recreation Committee
September 21, 2009

Recommendation by the Parks and Rec Committee on changes to the softball field

The Parks and Rec Committee discussed the recommendation by Carducci & Associates on proposed changes to the softball field following the serious injury of a player running into an outfield tree. We recommend the following:

1. Removal of trees
 - a. While we understand the desire to maintain trees in their natural location, we recommend removing or transplanting those trees to another location.
 - i. The current location of those trees is clearly not safe without significant changes to the field that are less attractive alternatives than removing the trees.
 - b. We recommend that the conservation committee review the outfield area and make a recommendation of whether there are acceptable alternatives to maintaining the trees in their current location.
 - i. The Parks and Rec Committee believes that the center outfield area can be modified to a natural grass area that is safe and consistent with the environment of the surrounding area.
2. Warning track
 - a. The Committee recommends installing a warning track that fits in visually with the surrounding area.
 - i. The traditional dirt warning track is not recommended because it would be visually unattractive.
 - ii. A slight incline at the edge of the outfield that the fielders can feel may be an effective solution. It could be visually subtle yet sufficient for the fielder to know that they're approaching the edge of the field. It would need to be large enough that they can feel it, but not so large that they trip over it.
 - iii. Alternatively, a different type or cut of grass may also be effective.
3. Outfield fence
 - a. We recommend maintaining a removable fence similar to the one that was used this past season. The removal of the trees and the installation of a warning track will make this type of fence safe. If the trees remain, the fence will need to be taller, as recommended by the consultant, and may require permanent sleeves to withstand the impact of an adult running at full speed.
4. Re-orientation of the softball field
 - a. The Committee opposes re-orienting the softball field.

Exhibit "E"

On Tue, Dec 15, 2009 at 4:47 PM, Janet McDougall <JMcDougall@portolavalley.net> wrote:
Hi Paul,

I wanted to follow up with you on the outcome of the discussion relating to the trees in the outfield at the Town Center softball field, as we need to have a summary of your Committee's findings to include in the report that ultimately goes to the Town Council.

Can you please provide me with a summary of the Committees discussion and recommendation? We would like to include this on Town Council agenda in January.

Thanks for your help with this.

Regards,

Janet

From: Paul Heiple [pheiple@gmail.com]
Sent: Tuesday, December 15, 2009 5:47 PM
To: Janet McDougall
Subject: Re: Outcome of Conservation Committee Discussion - Trees in Town Center Softball Field Outfield

Sure thing, we decided that it would be best to remove the trees including the Redwood that is actually closer to home plate than the maple that was run into. The field should have a warning track to slow up the fielders and all balls caught beyond the warning track are home runs.

We do have a concern which is not in our area of expertise, that is that the Little People's Park is not that much further out than the place where the trees are located. We feel it is likely that a fly ball could be hit into the Park, a danger for the children. We feel something should be considered to prevent this from happening.

Paul

On Mon, Dec 21, 2009 at 3:09 PM, Janet McDougall <JMcDougall@portolavalley.net> wrote:
Hi Jon and Paul,

Attached is a report to the Town Council recommending that the four trees in the center of the outfield be removed.

Please take a look and let me know if I have inadvertently misrepresented anything relating to the issue. I would like to turn this in to Angie before we leave for the holiday break on Thursday, if possible.

Thank you for your help!

Janet

From: Paul Heiple [pheiple@gmail.com]
Sent: Monday, December 21, 2009 7:20 PM
To: Janet McDougall
Subject: Re: Staff Report to Town Council - Trees in Outfield/Warning Track

Looks fine on the Conservation Committee recommendations.

Paul

From: Jon Myers [myersjonathan@yahoo.com]
Sent: Monday, December 21, 2009 3:26 PM
To: Janet McDougall
Subject: Re: Staff Report to Town Council - Trees in Outfield/Warning Track

Janet,

This looks good to me. I'm not aware of anything that needs to be added or changed.