



TOWN OF PORTOLA VALLEY

TOWN FACILITY USE RULES

ADOPTED: April 9, 2014

The Town of Portola Valley's (Town) facilities are available for public use and, in order to protect those facilities from damage and to protect the safety of all facility users, the following rules govern all Town-owned facilities including buildings, fields, sports courts, and open space.

Hours: All Town fields, sports courts, and open space facilities are closed from sunset to sunrise unless authorized in advance by the Town for a special event. The Community Hall, Library, Town Hall, and Historic Schoolhouse shall maintain separate hours of operations as necessary to serve the public, but those hours do not extend to the adjacent outdoor spaces at Town Center.

Parking: Facility users must park in designated areas, respect "NO PARKING" signs, and refrain from blocking access to trails, gates, and driveways. Facility users are not allowed to park on adjacent private property or on the grassy areas under the oak trees at Ford Field and at the Town Center.

Smoking & Outdoor Fires: Cigarette smoking and outdoor fires are prohibited at all Town-owned facilities to comply with state laws regarding smoking and to protect against wild land fire.

Alcohol: Facility users are required to comply with all laws governing alcohol consumption while on Town-owned properties including prohibitions regarding under-age drinking and licensing requirements for events. No alcohol consumption is permitted in Town-owned parking lots.

Weapons: No weapons are allowed at Town-owned facilities except for those carried by duly sworn law enforcement personnel.

Recreational Drugs: No recreational drugs of any kind are allowed at Town-owned facilities.

Dogs: Dogs are not permitted on playing fields. In other areas, unleashed dogs are a safety issue for owners, their dogs, and other users of the Town facilities. Evidence of failure to control dogs or failure to properly dispose of their waste will result in removal of the dog(s) and owner from Town-owned facilities.

Commercial Activities: No commercial activity is allowed at Town-owned facilities unless approved in advance by the Town.

Music: No electronic amplified sound equipment may be used unless approved in advance by the Town.

Camping or Loitering: Camping and loitering at Town-owned facilities are prohibited.

Disorderly Conduct: Disorderly conduct by facility users is not permitted and may result in the removal of groups or individuals by the Town.

Return to Original Condition: Upon completion of use, facility users must return the facility back to the Town in a condition that is clean, safe and orderly.

Garbage and Recycling: Facility users are required to pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of the facility (including parking lots) in containers provided. Every effort should be made to place recyclables in the proper containers.

Playing Fields & Sports Courts: Dogs, horses, motorized vehicles, bicycles, scooters, glass bottles or containers, and other activities or devices that will damage the fields or court surfaces are prohibited. Skate boards are only allowed in the designated area of the Town Center sports court. Users are not permitted to tamper with water clocks or valves.

Field Closure: Fields are not to be used if weather or playing conditions do not permit safe use, or if damage to the field will result. Permission to use fields is rescinded if a "FIELD CLOSED" sign is posted, even if use has been scheduled.

Private Property Rights: Use of Town facilities must not interfere with the rights of private property owners adjacent to Town facilities.

Remote Controlled Airborne Devices: Radio controlled airborne devices are prohibited at all Town facilities, except as provided for under the Town's "Policy for Radio-Controlled Flying at Town Center."