Foothills Park’s Interpretive Center Classroom
Reservation Information

We are pleased that you have chosen to have your event with us in Foothills Park. To assist you in planning your event and ensure that you and your party have a safe and enjoyable time, please note the information below. For more information please call the rangers at 650-329-2423 or visit http://cityofpaloalto.org/openspace.

RESIDENCY REQUIREMENTS
• Foothills Park is open to Palo Alto residents and their accompanied guests.
• The reserving party must be a resident of Palo Alto and must attend the event.
• There must be one (1) Palo Alto resident for every 15 non-resident guests. Children are included in both resident and non-resident counts.

ARRIVAL/DEPARTURE
• The classroom is rented by the hour, which must include set-up and clean-up time.
• Event clean-up must be finished one half hour before park closing. See our website or call the rangers for closing times.
• All members of your party, including guests, caterers, musicians, etc., must exit the park before park closing.
• Equipment may not be left overnight either before or after your event.

GUESTS
• Please submit a guest list to the park one (1) week in advance of your event. A guest list form is available on our website.
• The guest list must include all residents and all non-residents expected to attend. There must be one resident per 15 non-residents, children included.
• Attendance cannot exceed 50 persons, children included.

DOGS
• Dogs may not enter the park on weekends and city holidays. They may not be left in a car. Visitors arriving with dogs will be turned around at the entrance. See below for a list of city holidays.
• On weekday events, dogs are permitted but they may not enter the Interpretive Center building. They must be leashed and under physical control at all times.

OTHER
• There are tables and chairs available for your use.
• Amplified music is allowed but it is not to be heard outside the immediate area so others using the park are not disturbed.
• The lobby of the Interpretive Center is a public space and is not part of your reservation.
• No smoking.
• Please remember that Foothills Park is a nature preserve. If you are considering a non-typical park use, please call park staff in advance to inquire if it is allowed or appropriate.

CANCELLATIONS
• Cancellations must be made in writing and received two weeks before the event. A cancellation Fee (1/3 of total charges) is non-refundable unless the city cancels the permit, wherein a full refund will be made. No refund is given if cancellation is less than two weeks.
PARK HOURS
• Foothills Park is open every day at 8:00 a.m. and closes at a specific time based on sunset.
  See our website or call the rangers for closing times.
• Last entry to the park is one half hour before closing.
• All visitors must exit the park before park closing.

DOGS AND CITY HOLIDAYS
Dogs may not enter Foothills Park on weekends or these city holidays:

New Year’s Day, January 1
Martin Luther King, Jr. Day, 3rd Monday in January
President’s Day, 3rd Monday in February
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Columbus Day, 2nd Monday in October
Veteran’s Day, November 11
Thanksgiving, 4th Thursday and Friday in November
Christmas, December 25