

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>.

ARRIVAL/DEPARTURE

- The classroom is rented by the hour, which must include set-up and clean-up time. (See attached Fee Schedule)
- 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.
- 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

2020/2021 FACILITY USE FEE SCHEDULE

Effective July 1, 2020

To make reservations, go to enjoyonline.cityofpaloalto.org

Facility	Fee
Oak Grove Picnic Area	
1-50 people	\$90.00 per day
51-100 people	\$180.00 per day
101-150 people	\$270.00 per day
Towle Camp Campsites (Any campsite, 7 days a week)	\$40.00 per site
Interpretive Center Meeting Room (includes setup and cleanup time)	\$65.00 per hour
Equipment for Interpretive Center Meeting Room (check with facility for availability)	
TV monitor with DVD player	\$29.00 per use
Guest wifi available	No charge
Cancellation Fees	Up to 100% of fees paid
Damage and Cleaning Deposit	\$300.00-\$3,200 per deposit
Non-Profit Organization Discount (for facility rental fees only with City approval)	50%