CITY OF LARKSPUR FACILITIES USE PRIORITY

The City of Larkspur ("City") Facilities Use Priority Policy has been established to ensure that applications submitted for use of City-owned and -operated facilities are being fairly considered. This pertains to recreational, athletic and educational functions that meet the needs and interests of the community. When facility usage conflicts arise, the City will apply the following resolution.

Priority 1:

Programs and activities administered by the City of Larkspur Recreation Department and all programs administered by the Larkspur Corte Madera School District.

Priority 2:

Annual and year-round rentals will have first rights to dates and times they've reserved in previous years.

Priority 3:

Local youth programs with preference given to in-season sports.

Priority 4:

Local adult programs.

Priority 5:

Private rentals and all other programs and uses.

Notes:

- Preference will only be given to previous years' renters only if in good standing and with no outstanding invoices.
- Reserving parties must utilize reserved time. Reserved time that is not utilized may be allocated to another group for future dates at the discretion of City Recreation Staff.

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Facilities Use Timeline

Facilities are allocated for the following seasons with deadlines for request submissions:

Fall Season   Deadline for use request: June 1st

Winter/Spring Season   Deadline for use request: November 1st

Summer Season   Deadline for use request: February 1st

Notes:

- Facilities Use Requests are available online and in the Recreation Office. Forms must be submitted by the deadline to be considered.
- After the scheduling of the facilities for the upcoming season, all available time is open to be reserved regardless of priority placement and on a first-come first-served basis.
- Failure to submit a use request by the deadline may result in an organization not receiving facilities times for the upcoming season, including organizations that have rented before.