

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 3/25/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website www.menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (www.menlopark.gov/agendas).

Regular Business

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Presentation

D1. Gymnastics program updates

E. Regular Business

E1. Approve minutes from the February 25, 2026 meeting ([Attachment](#))

E2. Recommend updates to the racquet sport court policy ([Staff Report PRC-2026-007](#))

F. Informational Items

F1. Aquatics user survey results 2025-26 ([Staff Report PRC-2026-008](#))

F2. Library and Community Department updates and statistics ([Staff Report PRC-2026-009](#))

F3. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

G1. Individual Commissioner reports

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 03/19/2026)



REGULAR MEETING MINUTES – DRAFT

Date: 2/25/2026
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Lee called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Grass, Lee, Sherman, Van Buren
Absent: Chunyu, Dawkins, Patel
Staff: Library and Community Services (LCS) Assistant Director Nick Szegda, LCS
Supervisor Tricia Mullan, Management Analyst Ashley Dixon

C. Public Comment

- Carol Fan spoke on noise concerns related to pickleball courts.

D. Presentation

D1. 2025 Annual aquatics report (Staff Report PRC-2026-004)

Menlo Swim and Sport CEO Tim Sheeper made the presentation (Attachment).

The Commission discussed the aquatics program development, outreach and supporting the building of an aquatics community.

E. Regular Business

E1. Approve the January 28, 2025 meeting minutes (Attachment)

ACTION: Motion and second (Sherman/ Van Buren), to approve the minutes from the January 28, 2025 meeting, passed 4-0-3 (Chunyu, Dawkins, Patel absent).

F. Informational Items

F1. Summary report on recent projects in support of pickleball facilities (Staff Report PRC-2026-005)

Supervisor Mullan introduced the item.

- Cathy Tokic spoke in support of pickleball facility enhancements.
- Nate Gardner spoke in support of pickleball restriping and new nets.

The Commission discussed court maintenance and upgrades, methods for survey distribution and Parks and Recreation Facilities Masterplan.

- E2. Library and Community Services department updates and statistics (Staff Report PRC-2026-006)

Supervisor Mullan introduced the item.

The Commission discussed a larger event for Lunar New Year.

- E3. Tentative agenda calendar (Attachment)

F. Commissioner reports

- F1. Individual Commissioner reports

None.

H. Adjournment

Vice Chair Grass adjourned the meeting at 7:43 p.m.

Management Analyst Ashley Dixon

Team Sheeper Inc./
Menlo Swim and Sport
2025 Aquatics Report



Menlo Park
Parks and Recreation Commission
Wednesday, February 25, 2026

2025 Operational Highlights

- **250,000** people served cumulatively at both pool sites
- **156** hours of weekly aquatic services in Menlo Park
- **215** lifeguards certified during the year
- **30% ↑** in lifeguard in-service trainings
- **156% ↑** in lifeguard audits and safety checks
- **4.6% ↑** in lifeguards on staff

Belle Haven Pool Growth 2019 vs 2025

- **50%** ↑ in swim lessons
- **45%** ↑ in swim lesson scholarship dollars
- **200%** ↑ in annual open swim usage
- **60%** ↑ in annual lap swim usage
- **100%** ↑ in overall pool visits

2025 Scholarship Swim Lessons

260
Children
Served

3,109
Lessons
Provided

\$ 56k
Saved for
BBAF families

69%
Residents

“It’s just a pool.”

Complexities of operating a municipal pool

- Political integration
- Janitorial integration
- Public works integration
- City administration integration
- Water sanitization controls
- Hazardous Waste control
- Mechanical and hydraulic repairs
- OSHA compliances
- Customer service
- Program development
- Culture building
- Advertising and promotions
- Community communications outreach
- Risk management
- Recruiting staff
- Retaining staff
- Certifications of staff
- Training of staff
- Evaluations of staff
- In-Services of staff
- Scheduling of staff
- Renter agreement negotiations
- Pool schedule development
- Financial reviews/reports
- Fee schedules

2026 Initiatives

- Recovery period for staff and pool users
- Rebuilding pool visitor volume
- Restoration of community trust in operations open hours
- Outreach to new market segments
- Senior Strength, Water Exercise, Adaptive Lessons

What needs to improve?

- Decrease length of time for **facility and mechanical repairs**
- Decrease the number of **pool closures** throughout the year
- Increase in community **outreach** to current pool non-users
- Increase in **cleanliness** of facility through self and peer involvement
- Increase in **patience and understanding** that there are hundreds of people working hard and together everyday in the attempt to provide the best aquatic experience for everyone in Menlo Park

Thank you!





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 3/25/2026

Staff Report Number: PRC-2026-007

Regular Business: Recommend updates to the racquet sport court policy

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) recommend updates to the racquet sport court policy (Attachments A and B).

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to Library and Community Services policies and procedures as the need arises.

Background

Library and Community Services Departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are available for public review in person at City recreation facilities, libraries, and online at the City of Menlo Park website (Attachment C).

Analysis

The purpose of the racquet sport court policy (proposed new title) is to clearly communicate the process and expectations for casual use and rentals of the racquet sport courts operated by the City of Menlo Park. This includes courts that are available through Joint Use Agreements with local school districts. The proposed updates to the current policy are presented with a clean version of the updated policy showing all updates incorporated (Attachment A) and a markup of the current policy showing proposed additions in underline and proposed deletions in ~~striketrough~~ (Attachment B).

Updates to the policy include:

- Update to policy title
- Document reorder and reformat to the current city document standards
- Additional headings for hours or availability and USAT guidelines
- Additional guidelines for rentals
- Update departmental and contact information
- Make various typographical corrections and clarifications

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive

impact to the City's general fund related to the topics in this report.

Environmental Review

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Racquet Sport Court policy
- B. Racquet Sport Court policy (markup)
- C. Hyperlink: Library and Community Services department policies and procedures webpage.
menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Nick Szegda, Library and Community Services Assistant Director

RACQUET SPORT COURT USAGE POLICY

Library and Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242

<p>Facility Information</p>
<p>The City of Menlo Park racquet sport court facilities are available to community members to provide and promote recreation programs.</p> <p>Menlo Park has sixteen tennis courts, including Burgess Park (2), Nealon Park (5*), Willow Oaks Park (4), Kelly Park (2*), and La Entrada School (2).</p> <p>Lighted courts are available at Burgess, Nealon, Kelly, and Willow Oaks Parks (courts 2 and 3). Tennis Courts are available to the public from sunrise to sunset (or 10 p.m. at lighted tennis courts).</p> <p>*Nealon and Kelly Park have one court that is striped for both tennis and pickleball, as dual-use courts.</p>
<p>Hours of Availability</p>
<p>Tennis and pickleball courts are available to the public 365 days a year from sunrise to sunset or 8 a.m. - 10 p.m. at lighted courts. Courts located at schools are unavailable during school hours. City staff may close any of the courts at any time for safety reasons, cleaning, or maintenance.</p> <p>The City may restrict rental availability and other public access to courts when needed for activities such as City programs, tournaments, summer camps, and other uses.</p> <p>The City of Menlo Park tennis and pickleball courts are available on a first-come, first-served basis, barring any other reservations or closures.</p>
<p>Court availability and usage</p>
<p>If upon arriving at a court, the user notices that the court, surface, net, door locks, lights, or other infrastructure is damaged or in need of maintenance, the user should immediately notify City staff at (650)330-2220 or submit a report online at https://www.menlopark.gov/Services/ACT-Menlo-Park</p>
<p>Fees</p>
<p>The fees required to use the tennis courts are listed in the City of Menlo Park's Master Fee Schedule. The Master Fee Schedule is updated by the Library and Community Services department each year.</p> <p>Court rental fees for tennis and pickleball courts are applied at a per-hour per-court rate as outlined in the City of Menlo Park's Master Fee Schedule.</p> <p>Rental groups will be charged for the available dates and times reserved on the Tennis and Pickleball Court Reservation Form. Rainouts will be refunded, but cancelled practices or matches by leagues or coaches will not, unless Library and Community Services staff are notified in writing prior to the start time of the rental.</p> <p>The Library and Community Services department must be given 48-hour notice of any cancellation to receive a refund, any cancellation requested inside of 48 hours is nonrefundable. For commercial reservations a 1-week advance notice is required, any cancellation inside of 1 week is non-refundable.</p> <p>In accordance with the Course and Rental Withdraw Policy, the renter is responsible for paying a 10% service charge on all rental cancellations, and renters will receive a refund of 90% of their original fee.</p>

Rental Reservations

In the event of a scheduling conflict, priority for reservations will be applied in the following order:

1. School use (at school sites and during school hours only)
2. City-sponsored programs
3. School or school-affiliated rental groups and USTA Tennis Teams
4. Private or non-profit resident rentals
5. Private or non-profit non-resident rentals
6. General public use without a rental reservation

Rental reservation requirements:

- Court reservations cannot be made more than 2 weeks in advance.
- Renters are limited to 8, 1-hour court bookings per week.
- For commercial renters, please make sure to bring proof of reservation and payment of commercial rate.
- Rental groups are limited to engaging in the activities specified on their approved reservation agreement.
- Reservation is confirmed when the completed reservation form has been approved and all fees have been paid. Approval is dependent upon the intended use, availability, and applicants' agreement to abide by this and other applicable policies.
- The renter is solely and financially responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance.
- The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility, including the surrounding park areas and parking lot.
- Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use.
- Renter is limited to conducting only the activities specified in their rental contract.
- In order to avoid disturbing residents and to adhere to city noise ordinances, the renter shall ensure that no amplified sound is used.
- Storage is not available either before or after the rental, and the renter is responsible for the removal of all personal belongings from the rental area.
- Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- The renter must ensure that emergency exit areas, fire lanes, and loading and unloading areas are kept clear of guests, guest vehicles, belongings, and other items that may obstruct the exit. Additionally, the renter is responsible for ensuring that items do not block any walkways and are not left in areas that could result in safety hazards or restrict accessibility.
- Requests for any exceptions to the requirements of this policy must be submitted by the renter to the Director of Library and Community Services in writing at least two weeks before the activity takes place. Requests are not considered approved unless the renter receives a written response from the director which explicitly states the request has been approved. Renter shall keep the approval response available on their persons for the duration of the rental.

USTA Tennis Rental Rules

1. USTA teams must have a minimum of 50% Menlo Park residents to book Menlo Park Courts
2. If multiple teams request the same space, priority will be given to the team with the higher resident percentage
3. USTA team roster must be included with reservation request along with proof of residency for Menlo Park residents.
4. Rosters will be confirmed on USTA website before first date of reservation schedule.
5. If rosters are not accurate, team will forfeit the ability to book the following season, if the issue occurs a second time the team's ability to rent Menlo Park courts will be revoked.
6. USTA teams are required to book 5 home matches. To allow for some flexibility, each team is allowed to submit 7 dates per season. The 5 official match slots must be confirmed 1 week prior to the first match, and the 2 additional time slots will be released. Playoff dates can be made during the season.
7. Each match can book up to 3 hours.

Prohibited Uses and Behaviors

The following uses/behaviors are strictly prohibited:

- Court users may not use the courts for private lessons or other for-profit uses unless they have disclosed that they are renting the court for this specific use and have been given permission by City staff.
- Offering private lessons without a rental agreement.

- Sports Camps/Clinics not sponsored by the City of Menlo Park operating without a rental agreement.
- Renters loaning or subletting any of the privileges or services provided by the City to another organization or individual.
- Wheeled vehicles (skateboards, bicycles, in-line skates, scooters, etc.), pets of any kind, or non-tennis sports on the tennis courts.
- Wearing footwear other than tennis shoes on the tennis courts.
- Eating, smoking, consuming alcohol, or chewing gum on the courts. Only water is allowed on tennis courts.
- No decorations or signage are allowed. City staff must approve the posting of signs or materials prior to posting at the tennis courts.
- Conducting activities not specified in the renter's rental contract.
- Charging a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- Parking vehicles on sidewalks or non-designated areas. Cars must use designated parking spaces.

School Joint Use Agreement

Tennis Courts on school sites are open to the public when school is not in session, including after school hours, weekends, and during the summer break.

No item in this policy precludes City of Menlo Park schools from renting racquet court space for their school teams when courts are not available at school sites.

Schools with a Joint Use Agreement with the City may have permission to use City tennis courts not on school premises. School court usage will be limited in the number of hours, days, and courts.

Closures

The Library and Community Services department reserves the right to close any tennis court.

Policy History

Action	Date	Notes
Policy adoption	*unknown	Policy created
Policy updated	Feb. 11, 2016	Administrative revision
Policy updated	Nov. 5, 2025	Administrative revision
Policy updated and reviewed by PRC	Mar. 25, 2026	Administrative revision

TENNIS AND PICKLE BALL COURT RESERVATION FORM

Library and Community Services

Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Organization name:		Contact name:			
Phone:		Email:			
Address:		City:	State:	Zip:	
Estimate attendance:		Type of use:			
Certificate of Liability Insurance Included:		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Tennis Court(s)					
Park Name & Number	Day	Date	Start Time	End Time	Total Hours
HOURLY RENTAL RATE \$		TOTAL RENTAL FEES \$			
BALANCE AMOUNT \$		BALANCE DUE DATE / /			

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, equipment, or premises as a result of the occupancy if said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

Signature _____

Date _____

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____ I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	

TENNIS COURTRACQUET SPORT COURT INFORMATION AND RENTAL POLICY



Library and Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242

Facility information
<p>The City of Menlo Park tennis/racquet sport court facilities are available to community members in order to provide and promote recreation programs.</p> <p>Menlo Park has sixteen tennis courts including Burgess Park (2), Nealon Park (5), Willow Oaks Park (4), Kelly Park (2), and La Entrada School (2).</p> <p>Lights are available at Burgess, Nealon, Kelly, and Willow Oaks Parks (courts 2 and 3). Tennis Courts are available to the public from sunrise to sunset (or 10 p.m. at lighted tennis courts).</p> <p>Nealon and Kelly Park have 1 court that is striped for both tennis and pickle-ball making them dual use courts.</p>
Fees (see new fees section)
<ul style="list-style-type: none"> All of the fees required to use the Tennis Courts are listed stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is updated by Library and Community Services staff each year. The City reserves the right to increase fees to offset administrative and maintenance costs. The purchase of an annual key is required to access all courts; lost or stolen keys are replaced at key owner's expense. Tennis Court rental fees will be determined per hour per court. In the event that the rental party does not have a tennis key, an annual or Day Use key will need to be purchased at the current rate. Day Use keys must be returned by noon the day following the rental or the rental party will be charged an additional day for up to 7 consecutive days. If the key has not been returned the yearly tennis key fee will be applied. Please note, the day you receive the key will be recorded as the first day of the Day Usage. Court rental fees for tennis and pickleball courts are applied at a per hour per court rate as outlined in the City of Menlo Park's Master Fee Schedule. Rental groups will be charged for the available dates and times reserved on the Tennis and Pickleball Court Reservation Form. Rainouts will be refunded but cancelled practices or matches by the leagues or coaches will not unless rental office. Library and Community Services staff are notified in writing prior to the start time of the rental.
School Joint use agreement
<p>Tennis Courts on school sites are open to the public when school is not in session including after school hours, weekends and during the summer breaktime.</p> <p>Not iteming in this policy precludes City of Menlo Park schools from renting racquet court space for their school teams when courts are not available at school sites.</p> <p>Schools with a Joint Use Agreement with the City may have permission to use tennis courts not on school premises. School court usage will be limited in the number of hours, days, and courts.</p>
Rental reservations

The City of Menlo Park limits tennis court reservations in order to provide optimum court space for the public and community use.

Private or non-profit groups are allowed to rent the City of Menlo Park tennis courts on a first-come, first-served basis.

When possible, 50% of each court site will be accessible to the general public. City reserves the right to reserve additional courts when needed for activities such as city programs, tournaments, summer camps, and other uses. City of Menlo Park schools are allowed to rent court space for their tennis teams when courts are not available at school sites.

Rental groups are limited to only the activities specified on their approved reservation agreement.

An organization renting the Tennis Courts must provide adequate insurance to the City of Menlo Park prior to the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.

No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the policies listed therein.

In the event of a scheduling conflict, priority for reservations will be applied in the following order:

1. School use (at school sites and during school hours only)
2. City sponsored programs
3. School or school-affiliated rental groups and USTA Tennis Teams
4. Private or non-profit resident rentals
5. Private or non-profit non-resident rentals
6. General public use without a rental reservation

Rental reservation requirements

- Court reservations cannot be made more than 2 weeks in advance
- Renters are limited to 10 1-hour court bookings per week
- For commercial renters, please make sure to bring proof of reservation and payment of commercial rate.
- Rental groups are limited to engaging in the activities specified on their approved reservation agreement.
- Reservation is confirmed when the completed reservation form has been approved, all fees have been paid, Approval is dependent upon the intended use, availability, and applicants' agreement to abide by this and other applicable policies.
- The renter is solely and financially responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance.
- The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility, including the surrounding park areas and parking lot.
- Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use.
- Renter is limited to conducting only the activities specified in their rental contract.
- In order to avoid disturbing residents and to adhere to city noise ordinances, the renter shall ensure that no amplified sound is used.
- Storage is not available either before or after the rental, and the renter is responsible for the removal of all personal belongings from the rental area.
- Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- The renter must ensure that emergency exit areas, fire lanes, and loading and unloading areas are kept clear of guests, guest vehicles, belongings, and other items that may obstruct the exit. Additionally, the renter is responsible for ensuring that items do not block any walkways and are not left in areas that could result in safety hazards or restrict accessibility.
- Requests for any exceptions to the requirements of this policy must be submitted by the renter to the Director of Library and Community Services in writing at least two weeks before the activity takes place. Requests are not considered approved unless the renter receives a written response from the director which explicitly states the request has been approved. Renter shall keep the approval response available on their persons for the duration of the rental.

USTA Tennis Rental Rules

1. USTA teams must have a minimum of 50% Menlo Park residents to book Menlo Park Courts
2. If multiple teams request the same space, priority will be given to the team with the higher resident percentage

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3. USTA team roster must be included with reservation request along with proof of residency for Menlo Park residents.
4. Rosters will be confirmed on USTA website before first date of reservation schedule.
5. If rosters are not accurate, team will forfeit the ability to book the following season, if the issue occurs a second time the team's ability to rent Menlo Park courts will be revoked.
6. USTA teams are required to book 5 home matches- To allow for some flexibility, each team is allowed to submit 7 dates per season. The 5 official match slots must be confirmed 1 week prior to the first match and the 2 additional time slots will be released. Playoff dates can be made during the season.
7. Each match can book up to 3 hours.

Tennis courts priority

1. School use (at school sites and during school hours only)
2. City sponsored programs
3. School or school-affiliated rental groups
4. Private or non-profit rentals (More than 50% residents)
5. Private or non-profit rentals (Less than 50% residents)
6. General public use

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Tennis keys

- Available for purchase at the Arrillaga Family Gymnasium and Onetta Harris Community Center.
- Keys are valid January 15th-January 14th of the following year.
- Notices on the message centers (located at each tennis court site) will be posted to remind users when to purchase their new key for the year and other important information.
- Schools will be given an adequate number of keys for school use only. The keys cannot be duplicated and should not be loaned out for any unauthorized use.
- Tennis key holders may not use the courts for private lessons or other for-profit uses unless they have rented the court for this specific use.

Prohibited uses and Behaviors

The following uses/behaviors are strictly prohibited:

- Court users may not use the courts for private lessons or other for-profit uses unless they have disclosed that they are renting the court for this specific use and have been given permission by City Staff.
- Offering private lessons without a rental agreement
- Sports Camps/Clinics not sponsored by the City of Menlo Park operating without a rental agreement.
- Renters loaning or subletting any of the privileges or services provided by the City to another organization or individual.
- Wheeled vehicles (skateboards, bicycles, in-line skates, scooters, etc.), pets of any kind, or non-tennis sports on the tennis courts.
- Wearing footwear other than tennis shoes on the tennis courts.
- Eating, smoking, consuming alcohol, or chewing gum on the courts. Only water is allowed on tennis courts.
- No decorations or signage are allowed. City staff must approve the posting of signs or materials prior to posting at the tennis courts.
- Conducting activities not specified in the renter's rental contract.
- Charging a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- Parking vehicles on sidewalks or non-designated areas. Cars must use designated parking spaces.

Fees

The fees required to use the tennis courts are listed in the City of Menlo Park's Master Fee Schedule. The Master Fee Schedule is updated by Library and Community Services staff each year. The City reserves the right to increase fees to offset the administrative and maintenance costs.

Court rental fees for tennis and pickleball courts are applied at a per hour per court rate as outlined in the City of Menlo Park's Master Fee Schedule.

~~Rental groups will be charged for the available dates and times reserved on the Tennis and Pickleball Court Reservation Form. Rainouts will be refunded, but cancelled practices or matches by leagues or coaches will not, unless Library and Community Services staff are notified in writing prior to the start time of the rental.~~
~~Rental groups will be charged for the available dates and times reserved on the Tennis and Pickleball Court Reservation Form. Rainouts will be refunded, but cancelled practices or matches by leagues or coaches will not, unless Library and Community Services staff are notified in writing prior to the start time of the rental.~~

~~Fees will be charged to rental groups for the dates and times listed on the renter's reservation request.~~

~~Rental cancellations due to rainouts may be issued a full refund. Reservations canceled by the renter for other reasons, such as canceled matches or practices, will be charged a fee in accordance with The City of Menlo Park's refund policy.~~

The Library and Community Services department must be given 48-hour notice of any cancellation to receive a refund, any cancellation requested inside of 48 hours is nonrefundable. For commercial reservations a 1-week advanced notice is required, any cancellation inside of 1 week is nonrefundable.

In accordance with the Course and Rental Withdraw Policy, the renter is responsible for paying a 10% service charge on all rental cancellations, renters will receive a refund of 90% of their original fee.

School Joint Use Agreements

Tennis Courts on school sites are open to the public when school is not in session, including after school hours, weekends, and during the summer break.

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Nothing in this policy precludes City of Menlo Park schools from renting racquet court space for their school teams when courts are not available at school sites.

Schools with a Joint Use Agreement with the City may be granted permission to use City tennis courts not on school premises. The City may limit the number of hours, days, and courts available for usage by schools.

Maintenance of tennis courts

City staff will provide cleaning and maintenance of the tennis courts on a regular basis.

Public should notify Community Services of any maintenance issues with the court surface, tennis nets, tennis door locks, lights, etc.

Closures

Library and Community Services reserves the right to close any tennis court.

Unauthorized use

- ~~• Private lessons without a rental agreement.~~
- ~~• Sports Camps/Clinics not sponsored by the City of Menlo Park without a rental agreement.~~
- ~~• Tennis Court rental groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.~~
- ~~• Tennis Courts shall be used only for Tennis play and specifically related activities. Wheeled vehicles, pets of any kind or non-Tennis sports are strictly prohibited.~~

Rental information

The renter is solely and financially responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance.

The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot.

- Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- All participants and renters must exit the area at the conclusion of the scheduled rental time so other programs may begin on time or open for public use.
- Renter is limited to conducting only the activities specified in their rental contract.
- No amplified sound is allowed. In order to avoid disturbing residents and to adhere to city noise ordinances, the renter shall ensure that no amplified sound is used.
- Storage is not available either before or after the rental event, and the renter is responsible for the removal of all personal belongings from the rental area.
- ~~• No vehicles are allowed on sidewalks or non-designated areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas. The City reserves the right to request participants in any of the programs or renters to park vehicles in specified areas if needed.~~
- Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in an event being shut down.
- ~~• Renters are responsible for all of their personal belongings. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.~~
- The renter must ensure that emergency exit areas, fire lanes, and loading and unloading areas are kept clear of guests, guest vehicles, belongings, and other items that may obstruct the exit. Additionally, the renter is responsible for ensuring that items do not block any walkways and are not left in areas that could result in safety hazards or restrict accessibility.
- No decorations or signage are allowed. City staff must approve posting of signs or materials prior to posting at the tennis courts.
- Renters shall replace or be billed for any destroyed or damaged City equipment or property.
- All areas are to be left clean after any activity or rental. Groups are required to dispose of all garbage from the premises. The renter shall ensure that all areas are left clean after any activity or rental, including the disposal of all garbage on the rented premises.
- No eating, smoking, alcohol, or gum on the courts. Only water is allowed on tennis courts.
- No wheeled vehicles allowed (skateboards, bicycles, in-line skates, scooters, etc.).
- ~~• Only tennis shoes are allowed on tennis courts.~~
- Requests for any exceptions to the requirements of this policy must be submitted by the renter to the Director of Library and Community Services in writing at least two weeks before the activity takes place. Requests are not considered approved unless the renter receives a written response from the director which explicitly states the request has been approved. Renter shall keep the approval response available on their persons for the duration

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TENNIS COURT RESERVATION FORM

Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242



Organization name:		Contact name:			
Phone:		Email:			
Address:		City:	State:	Zip:	
Estimate attendance:		Type of use:			
Certificate of Liability Insurance Included:		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Tennis Court(s)					
Park Name & Number	Day	Date	Start Time	End Time	Total Hours
HOURLY RENTAL RATE \$		TOTAL RENTAL FEES \$			
BALANCE AMOUNT \$		BALANCE DUE DATE / /			

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, equipment, or premises as a result of the occupancy if said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

 Signature Date

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____ I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 3/25/2026

Staff Report Number: PRC-2026-008

Informational Item: Aquatics user survey results 2025-26

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review the results of the recently conducted aquatics user survey (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the PRC advises the City Council on matters related to the City's parks and recreation facilities.

Background

The City of Menlo Park owns and maintains two aquatic facilities: Belle Haven Pool and Burgess Pool. Both pools are operated by Menlo Park-based business Menlo Swim and Sport (Operator) under contract with the City of Menlo Park. The contract stipulates that the City will annually conduct a resident satisfaction survey about the aquatic programs. (Attachment A).

On Oct. 22, the PRC reviewed a draft of the 2025 Aquatic Survey.

On Feb. 24, City Council received an informational report containing the 2025 aquatic user survey results.

On Mar. 24, City Council is tentatively scheduled to hold a study session, which will include the results of the aquatics user survey.

Analysis

Survey methods

City staff opened a citywide survey to gain insight into Menlo Park residents' needs and preferences for the City's two aquatic centers, Belle Haven Pool and Burgess Pool. The survey was open from Dec. 6, 2025 to Jan. 20, 2026, and was distributed in English and Spanish through direct email, and was available via printed surveys at City facilities. The survey received responses from 624 participants, and 418 free-text comments were shared. Survey results suggest that respondents' priorities for aquatics programs are similar across neighborhoods.

Respondents were asked to rank various aquatic programs and activities, as well as specific operational

aspects of the pools, as having no importance, some importance, or high importance.

The responses were then examined more closely by the following subgroups (charts are available in Attachment B):

- All responses
- Resident responses (the resident responses subgroup is comprised of responses from respondents who are likely to use Burgess Pool as their primary pool)
- Belle Haven resident responses (the Belle Haven resident responses group is comprised of residents who self-identified as living in neighborhoods within the Hyperlocal service area of Belle Haven Community Campus)
- Non-resident responses

Survey result highlights

Key similarities across subgroups

- Among all subgroups, "7-day per week open hours" and "open all year-round" ranked in the top 5 for importance.
- All groups placed high importance on having a monthly pass option and reduced rates for repeat swimmers.
- All groups other than non-residents placed "focusing on resident needs" in the top 5 of importance.
- Both groups of residents (those likely to use Belle Haven Pool and those likely to use Burgess Pool) placed high importance on youth and beginner swim lessons,

Key differences across subgroups

- Respondents who self-identified as Belle Haven residents placed greater importance on free aquatics services and/or reduced or affordable rates when compared with those more likely to visit Burgess Pool, who prioritized lap swim in place of affordability.
- Belle Haven residents placed higher importance on social and playtime for children and families, while respondents likely to attend Burgess Pool prioritized senior swim programs over social and family swim time.

City Council review of survey results and next steps

At the time of this report, City Council was tentatively set to hold an aquatics study session on Tuesday, Mar. 24. Updates on the aquatics user survey results will be included and may be used by Council to consider next steps for aquatics programming and operations. The study session is tentatively scheduled to be available on the City's agendas and minutes webpage by navigating to the "City Council" submenu and downloading the Mar. 24 agenda packet (Attachment C).

Free-text comments are available in Attachment A. Staff will conduct further analysis of these comments to identify themes and potential action items.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no

substantive impact to the City's general fund related to the topics in this report.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink. Public Input Aquatics user survey 2025-26 results webpage: <https://PublicInput.com/Report/e5k52q5jigq>
- B. PowerPoint presentation: Aquatics user survey results 2025-26
- C. Hyperlink - Agendas and Minutes webpage. <https://www.menlopark.gov/Agendas-and-minutes#section-2>

Report prepared by:

Ashley Dixon, Management Analyst

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Nick Szegda, Library and Community Services Assistant Director



Aquatics Survey Results 2025-26

Library and Community Services
Ashley Dixon, Management Analyst I

Survey of Aquatics Users

City of Menlo Park conducted a citywide survey to gain insight into needs and preferences of residents for the City's two swim centers: Belle Haven Pool and Burgess Pool

- Survey was reviewed and approved by the Parks and Recreation Commission on Oct. 22, prior to distribution
- Open from Oct. 22 to Jan. 20.
- Distributed citywide in English and Spanish in multiple formats

Survey of Aquatics Users

- 624 participants
- 75% of participants self-identified as incorporated City of Menlo Park residents
- 418 free-text comments were shared
- Results for all survey responses is available as an attachment to staff report

Survey Highlights

Burgess Pool

- 42% visit at least 1x per week
- 21% never visit
- 71% are satisfied to somewhat satisfied
- 18% have no opinion

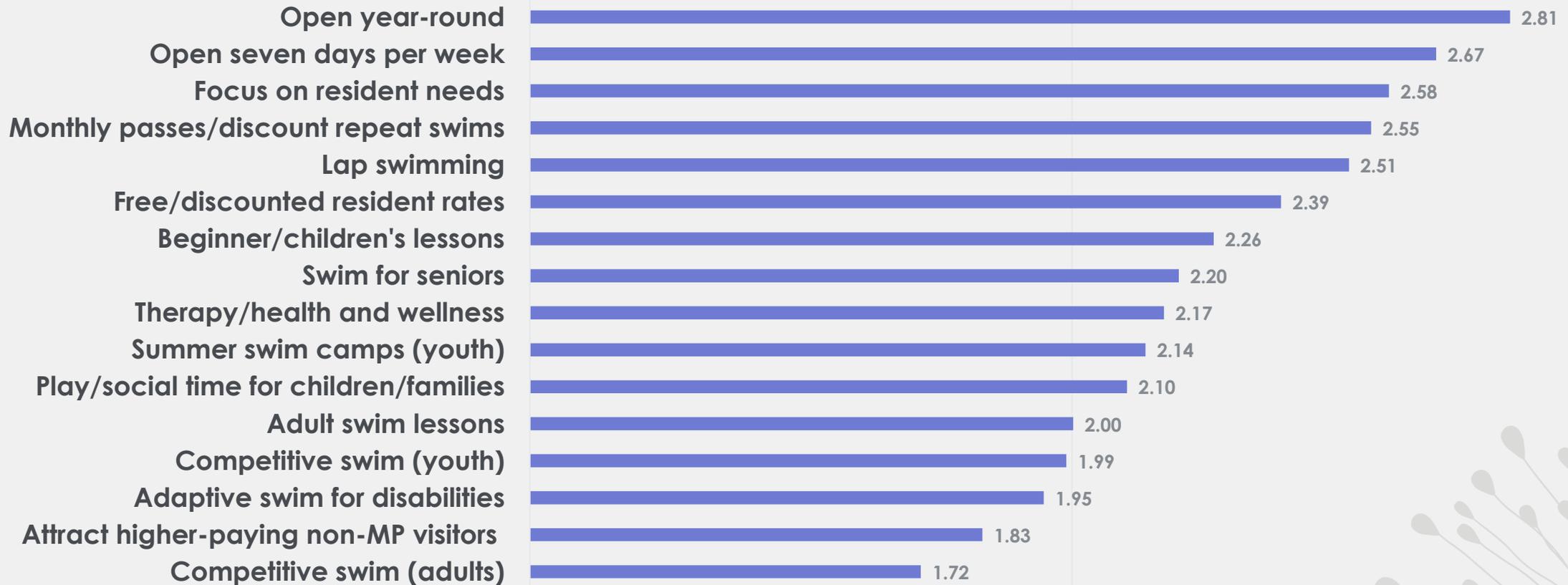
Belle Haven Pool

- 11% visit at least 1x per week
- 61% never visit
- 41% are satisfied to somewhat satisfied
- 51% have no opinion
- 61 responses identified themselves as being residents of Belle Haven

All Responses



How important are the following things to you?



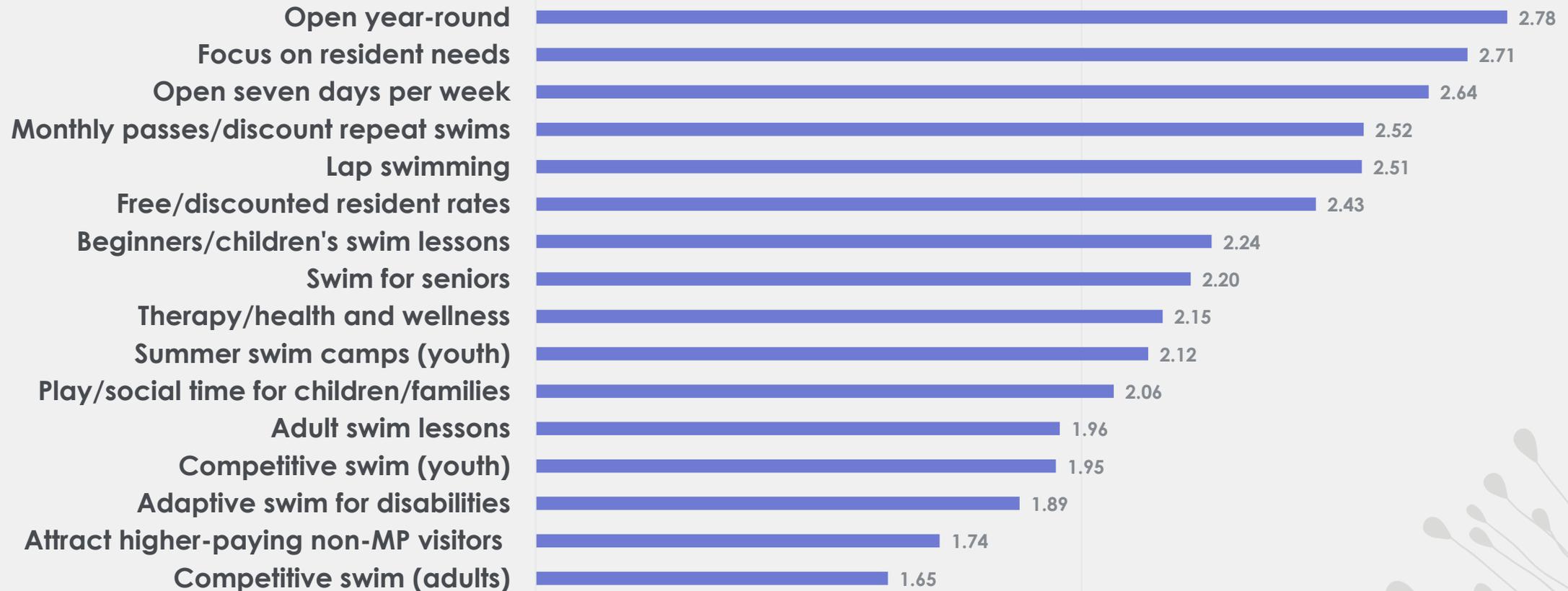
1 = Not important

2 = Somewhat important

3 = Very important

Resident Responses

How important are the following things to you?



1

2

3

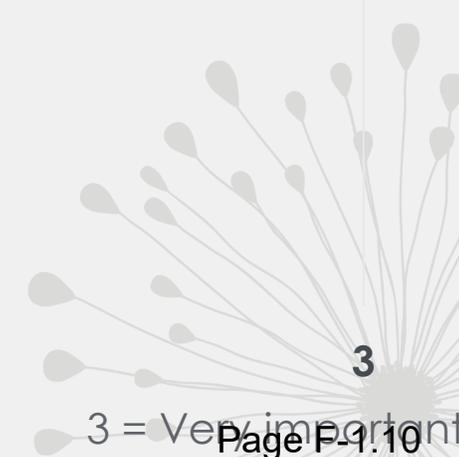
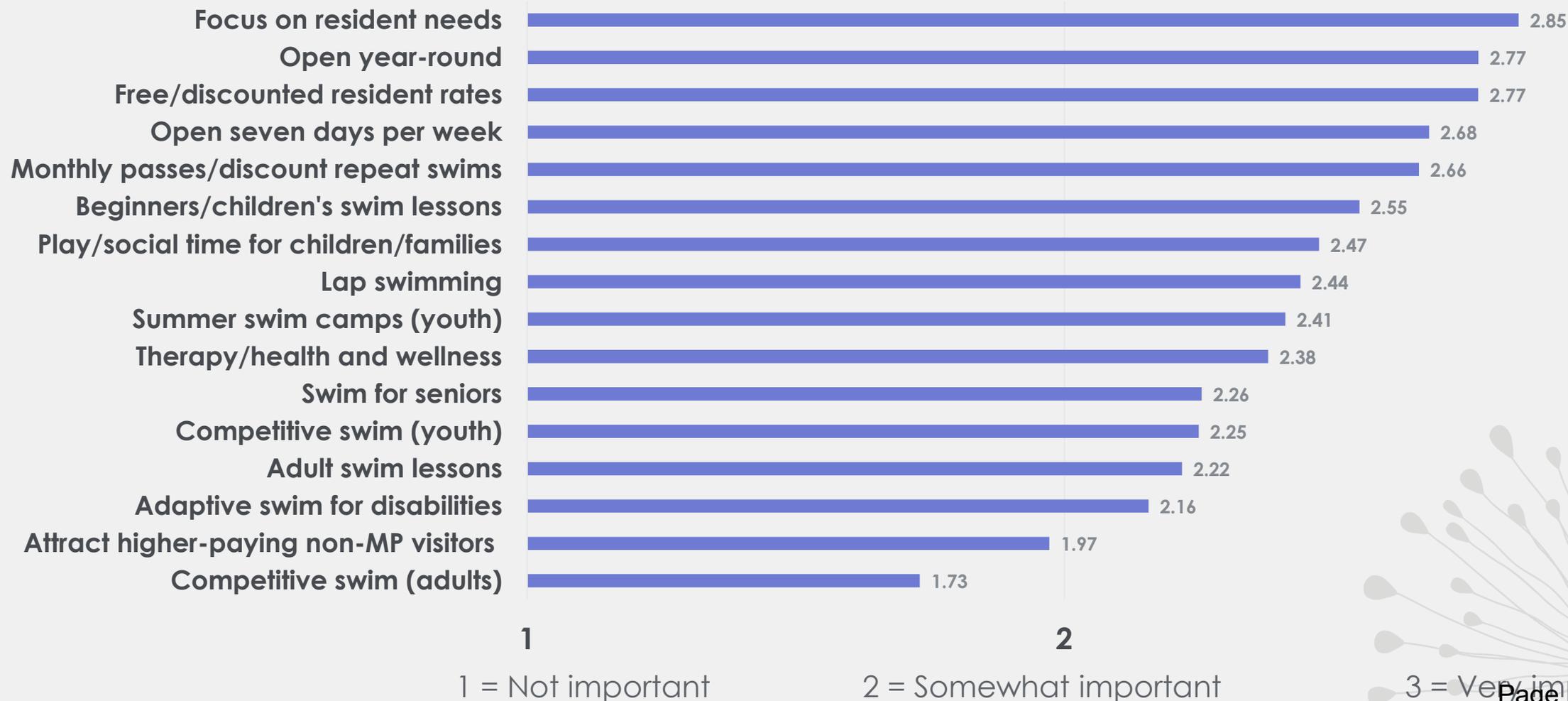
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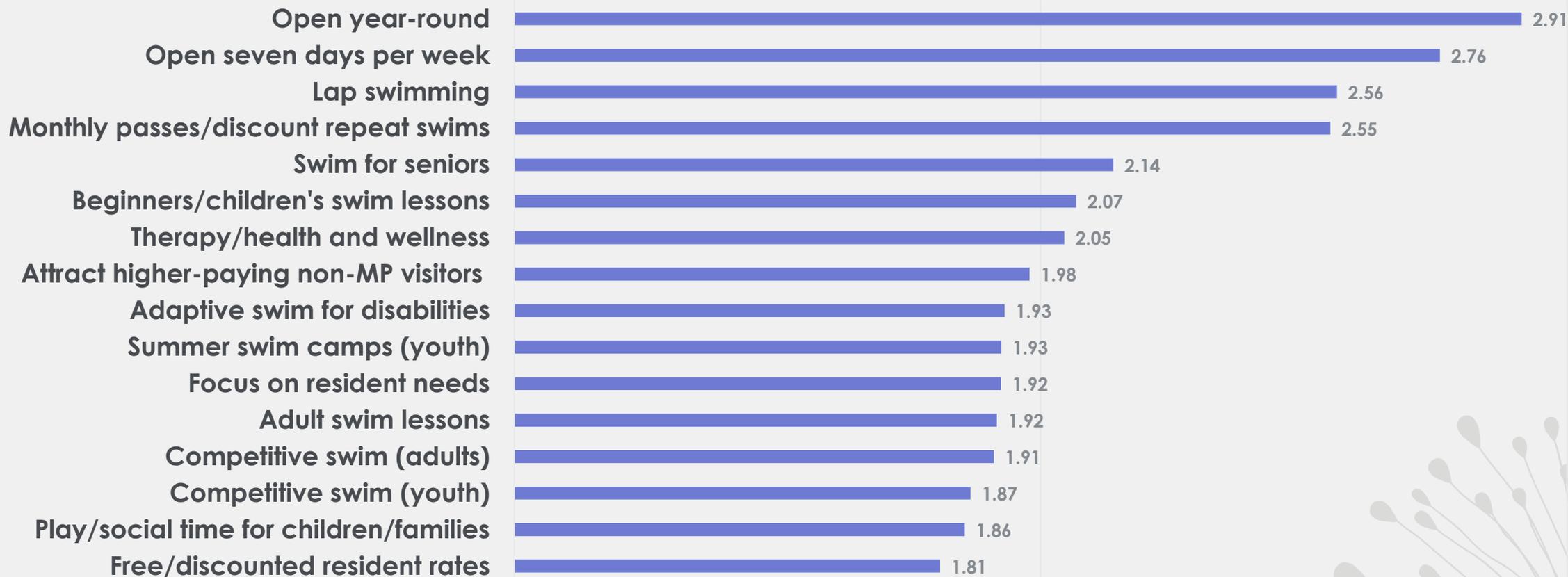
Belle Haven Resident Responses

How important are the following things to you?



Non-resident Responses

How important are the following things to you?



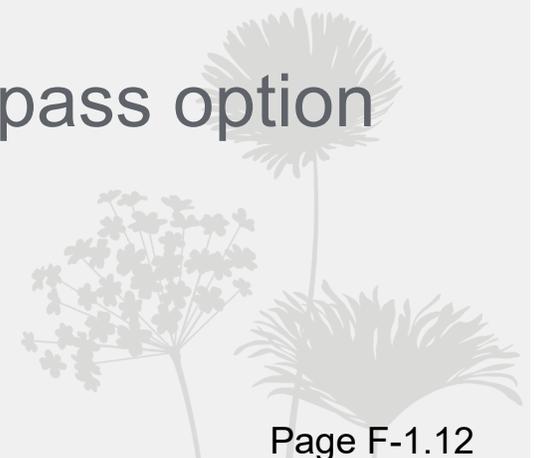
1
1 = Not important

2
2 = Somewhat important

3
3 = Very important

Survey highlights

- All sub-groups of survey respondents placed “open 7 days per week” and “open year-round” in the top-5 for importance
- All groups except non-residents placed “focus on resident needs” in top 5 for importance
- All groups placed importance on having a monthly pass option and reduced rates for repeat swim visits



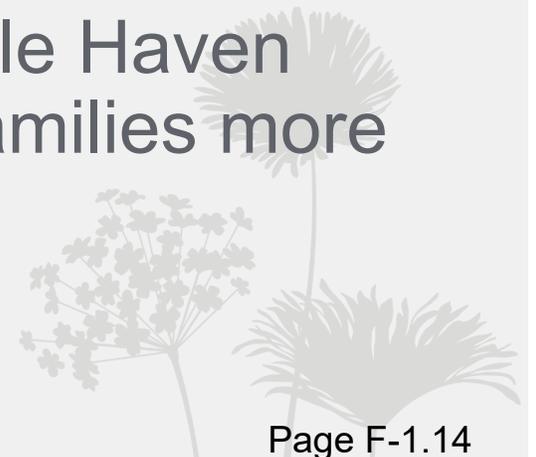
Survey highlights

- Respondents from Belle Haven neighborhoods prioritized affordable rates, while neighborhoods more likely to visit Burgess Pool prioritized lap swim
- Both groups of residents' placed importance on youth swim lessons
- Belle Haven respondents placed higher importance on social/play time for families while respondents likely to attend Burgess Pool prioritized senior swim programs over social and family swim

Survey highlights

While operation-focused items such as fees and hours consistently placed high in importance, there are also similarities when we look at how activity and program-based questions scored on importance.

Lap swim, beginner/children's swim lessons, and swim for seniors placed high across all groups, except for Belle Haven which ranked social and play time for children and families more highly than swim programs for seniors.







STAFF REPORT

Parks and Recreation Commission

Meeting Date: 3/25/2026

Staff Report Number: PRC-2026-009

Informational Item: Library and Community Services department statistics and recent activities

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

As a duly appointed advisory body to the City Council, the PRC is charged with advising the City Council on matters related to the City's libraries.

Background

LCS provides a wide range of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events and aquatics.

Analysis

February 2026 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community.

Suggestion box comments and responses (Attachment B)

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of recent comments, along with responses prepared by City staff, is provided in Attachment B.

Activity Guide Spring Enrollment open (Attachment C)

Enrollment for spring 2026 recreation classes opened on Thursday, Mar. 12, for hyperlocal Belle Haven residents; Saturday, Mar. 14, for Menlo Park residents; and Wednesday, Mar. 18, for non-residents. At the time of this report, there were 2,016 community members who had enrolled to participate in a spring activity: 1,628 residents and 388 non-residents.

Belle Haven Community Resource Fair (Attachment D)

Community members are invited to the Belle Haven Community resource fair, an engaging and informative resource fair for residents in the Belle Haven neighborhood and Menlo Park overall. Participants will enjoy

light refreshments and entertainment in an interactive atmosphere where local agencies and community groups will be offering information and resources. Saturday, March 28, from 11 a.m. – 2 p.m. at Belle Haven Community Campus.

Spring Fest and Egg Hunt (Attachment E)

On April 4, from 10 a.m. – 1 p.m., the City of Menlo Park will hold its annual Spring Festival and Egg Hunt. The festival will feature a free petting zoo, photos with the big bunny, children's crafts, and related attractions. Attending Spring Festival is free and requires no ticket or registration; however, Egg Hunt will require advance registration to enter.

Based on feedback from last year, additional Sensory Friendly Hunts have been added, as well as additional spots for ages 4 and under, due to high demand.

Advance tickets are available to City of Menlo Park residents at no charge (limit one ticket per resident child) and \$5 per child for non-residents. On March 22, Egg Hunt tickets became available on a first-come, first-served basis while supplies last (Attachment E)

Softball league registration

On Mar. 12, men's softball league registration reached maximum capacity with 7 teams and between 56 – 70 players (rosters are not yet finalized). Subsequently, on Mar. 12, enrollment closed earlier than previously scheduled. Plans for a co-ed softball league were cancelled after enrollment narrowly failed to meet the necessary minimum number of players. The season will run from Mar. 25 until the playoffs on June 17. Games are on Wednesdays at Nealon Park from 7 – 10 p.m.

Closure for all-hands training

The LCS department is committed to training and continuous improvement for all team members. City recreation facilities and libraries will be closed for an all-hands staff training on Friday, Mar.27.

Staff training helps the LCS department team keep our skills sharp and learn new skills to help us better serve the community. Most staff trainings take place without the need to modify facility open hours; however, occasional full-day facility closures are sometimes necessary to allow all team members to participate. Facility closures for staff training generally occur no more than 2 or 3 times per year.

Public announcements of the training closures are posted in-person at city recreation centers and libraries and online via the LCS newsletter, on social media, and on the City website.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

This informational item is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. February 2026 statistics
- B. Suggestion box comments and responses
- C. Hyperlink. Activity Guide webpage. [menlopark.gov/activityguide](https://www.menlopark.gov/activityguide)
- D. Hyperlink. Belle Haven Community Resource Fair webpage. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260328-Community-Resource-Fair>
- E. Hyperlink. Spring Fest and Egg Hunt webpage. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260404-Egg-Hunt-advance-tickets-required>

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Location*	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
800 Alma St.	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192
100 Terminal Ave.*	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323
eBooks	9,316	9,792	9,902	9,875	9,410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229
eAudio	5,083	5,411	5,677	5,935	6,159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062
eVideo	1,174	1,159	1,066	1,308	1,198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926
eSerials	2,209	2,415	2,426	2,230	2,191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380
Total online / digital	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
New cards issued - MP residents	184	201	151	161	198	216	235	171	186	167	137	216	166
Total cardholders - MP residents	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272

*Counts are temporarily unavailable and will be reported when system is available

Location*	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
800 Alma St.	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745
100 Terminal Ave.*	471	499	432	402	509	497	464	517	413	315	395	378	346

Location*	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Incoming holds - 800 Alma St	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577
Outgoing holds - 800 Alma St	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636
Incoming holds - 100 Terminal Ave.*	203	129	167	161	200	157	182	129	165	131	110	200	110
Outgoing holds - 100 Terminal Ave.*	**262	363	303	264	305	266	304	273	357	382	368	440	391

Location*	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
800 Alma St.	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966
100 Terminal Ave. (All-ages library)	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	892	686	758	820	703	978	1,001

Location*	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Total attendance - 800 Alma St.	937	967	978	1,127	1,112	1,609	1,551	985	882	737	761	1,204	903
# of programs - 800 Alma St.	29	34	37	37	42	36	38	37	38	33	31	37	34
Total attendance - 100 Terminal Ave.*	464	240	379	188	355	407	540	373	309	164	216	514	283
# of programs - 100 Terminal Ave.*	30	23	27	25	26	33	26	25	28	29	27	29	28
Conference Room - available hours	-	-	-	-	-	-	217	217	217	217	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	17	21	24	26	23	19	18
Conference Room - utilization %	-	-	-	-	-	-	8%	10%	11%	12%	11%	9%	8%
Tutor Room - available hours	-	-	-	-	-	-	217	217	217	217	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	50	57.5	69.5	51.45	40	56.5	46
Tutor Room - utilization %	-	-	-	-	-	-	23%	26%	32%	24%	18%	26%	21%

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - FEBRUARY 2026

Table 7. Belle Haven Child Development Center (Preschool)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Students ages 3-5	48	50	54	54	56	47	45	45	47	49	49	50	59
Special needs students	-	-	-	-	-	1	3	2	2	2	2	2	2
English second language students	-	-	-	-	-	37	34	37	37	38	38	39	43
Meals and snacks served	-	-	-	-	-	3,102	2,024	2,112	2,438	1,865	1,900	1,900	2,387
Total hours of education and care provided*	-	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263	10,930

Table 8. Menlo Children's Center (Preschool)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Students ages 18 mo - 2 years	-	-	-	-	-	7	4	5	5	5	1	1	3
Students ages 2 - 3 years	-	-	-	-	-	11	16	17	18	18	17	17	19
Students ages 3 - kindergarten	-	-	-	-	-	23	23	22	22	22	23	24	24
Total enrollment	32	32	44	46	44	43	43	44	45	45	41	42	46
Total hours of education and care provided*	-	-	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768	7,092

Table 9. Menlo Children's Center (After school)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Kindergarten	-	-	-	-	-	-	9	10	10	10	10	11	11
Students grades 1st - 5th	-	-	-	-	-	-	32	33	33	33	33	34	31
Summer camp enrollment	-	-	-	-	-	63	30	0	0		0	0	0
Total enrollment	29	28	29	29	27	63	71	43	43	43	43	45	42
Total hours of education and care provided*	-	-	-	-	-	5,985	3,937	2,316	3,142	2,503	1,933	2,679	1,642

Table 10. Belle Haven Youth Center (After school)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Transitional kindergarten	-	-	-	-	-	0	0	5	5	5	5	5	5
Kindergarten	-	-	-	-	-	4	4	6	6	6	6	6	6
Students grades 1st - 5th	-	-	-	-	-	29	29	56	56	56	56	56	56
Summer Camp enrollment	-	-	-	-	-	52	54	0	0	0	0	0	0
Total enrollment	58	58	58	58	122	85	85	67	67	67	67	67	67
Total hours of education and care provided*	-	-	-	-	-	11,720	12,094	4,623	5,662	4,020	3,920	4,858	4,623

*all hours total for all students

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

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Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Lunches served	851	956	971	952	*	970	985	1,453	1,150	802	743	924	963
Grocery boxes distributed	460	460	460	460	213	460	485	476	511	214	248	532	512
Senior shuttle trips	1,342	1,504	1,454	1,474	1,234	816	784	702	702	620	616	620	630
Special event attendance	150	55	214	129	100	80	80	90	101	0	87	0	80

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	114	114	83	107	107	107	119	120
Arts and crafts or technology	-	-	-	-	-	60	61	66	70	64	64	68	78
Dance, music, or performing arts	-	-	-	-	-	38	38	47	59	45	57	79	77
Languages or other literary arts	-	-	-	-	-	55	55	56	74	63	56	54	63
Other	-	-	-	-	-	11	11	12	9	19	19	5	5
Enrollment - non-residents	-	-	87	-	-	121	121	119	145	138	138	144	150
Enrollment - residents	-	-	132	-	-	157	158	145	174	172	172	181	178
Enrollment - Total	-	-	219	-	-	278	279	264	319	310	310	325	328
Total classes offered	-	-	17	-	-	19	19	19	21	21	21	20	21

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	64	64	75	118	118	118	110	106
Arts and crafts or technology	-	-	-	-	-	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	28	28	50	38	37	37	33	33
Languages or other literary arts	-	-	-	-	-	27	27	33	33	33	33	35	35
Other	-	-	-	-	-	-	-	-	-	-	-	-	4
Enrollment - non-residents	-	-	27	-	-	27	27	66	69	68	68	65	65
Enrollment - residents	-	-	50	-	-	92	92	92	120	120	120	113	113
Enrollment - Total	-	-	77	-	-	119	119	158	189	188	188	178	178
Total classes offered	-	-	6	-	-	4	4	5	5	5	5	7	7

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

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Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	23	-	-	14	9	11	6	8	5	6	11
Non-residents	-	-	62	-	-	19	35	33	22	20	15	23	24
Instructor usage (in hours)	-	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126
Cypress Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Cypress Room - reserved hours	-	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59
Cypress Room - utilization %	-	-	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%
Juniper Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Juniper Room - reserved hours	-	-	-	-	-	168.33	132	262	287	190.33	138	127	122
Juniper Room - utilization %	-	-	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%
Maple Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Maple Room - reserved hours	-	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173
Maple Room - utilization %	-	-	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%
Oak Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Oak Room - reserved hours	-	-	-	-	-	54	11	73.25	61	56.27	27	43	51
Oak Room - utilization %	-	-	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%
Oak Patio - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Oak Patio - reserved hours	-	-	-	-	-	0	0	0	5	0	3	0	0
Oak Patio - utilization %	-	-	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	363	363	332	345	318	345	344	306
Sequoia Room - reserved hours	-	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50
Sequoia Room - utilization %	-	-	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%
Sequoia Patio - available hours	-	-	-	-	-	363	363	332	345	318	345	364	306
Sequoia Patio - reserved hours	-	-	-	-	-	0	30	20.75	0	5.3	0	5	26
Sequoia Patio - utilization %	-	-	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%
Willow Room - available hours	-	-	-	-	-	363	363	372	384	358	384	386	342
Willow Room - reserved hours	-	-	-	-	-	138	66	114	138	358	384	386	342
Willow Room - utilization %	-	-	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	-	-	-	100	32	28	38	40	39	40	40
Non-residents	-	-	-	-	-	20	30	28	11	10	18	7	10
Instructor usage (in hours)	-	-	-	-	-	37	80	80	80	120	24	24	32
Court #1 - available hours	-	-	-	-	-	517	515	500	500	498	517	517	517
Court #1 - reserved hours	-	-	-	-	-	122.5	113	235	357.2	364	355.75	425	482
Court #1 - utilization %	-	-	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%
Court #2 - available hours	-	-	-	-	-	517	515	500	500	498	517	517	517
Court #2 - reserved hours	-	-	-	-	-	128	119	248	147.5	319	453.5	439	482
Court #2 - utilization %	-	-	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	34	-	-	4	8	6	6	14	15	6	11
Non-Residents	-	-	0	-	-	0	0	1	0	0	0	2	6
Instructor usage (in hours)	-	-	-	-	-	*	*	*	*	*	*	*	*
Makerspace - available hours	-	-	-	-	-	328	248	240	248	240	248	248	224
Makerspace - reserved hours	-	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28
Makerspace - utilization %	-	-	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%
Event Hall - available hours	-	-	-	-	-	304	364	335	348	325	348	350	310
Event Hall - reserved hours	-	-	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181
Event Hall - utilization %	-	-	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%
Movement Studio - available hours	-	-	-	-	-	304	364	364	378	350	378	378	336
Movement Studio - reserved hours	-	-	-	-	-	80	39	23	28.75	27.25	16.5	11	11
Movement Studio - utilization %	-	-	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%
Flex Classroom - available hours	-	-	-	-	-	304	364	364	378	350	378	378	336
Flex Classroom - reserved hours	-	-	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27
Flex Classroom - utilization %	-	-	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%
Gymnasium - available hours	-	-	-	-	-	378	289	291	303	277.5	303	306	268
Gymnasium - reserved hours	-	-	-	-	-	209	203	231	239.5	213.5	223	304.5	345
Gymnasium - utilization %	-	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	118%

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	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	197	101	296	305	316	312	284	296
Arts and crafts or technology	-	-	-	-	-	54	47	7	19	19	19	12	12
Dance, music, or performing arts	-	-	-	-	-	130	236	337	348	348	272	304	314
Language and literary arts	-	-	-	-	-	27	27	58	40	40	33	35	35
Other	-	-	-	-	-	173	363	59	111	70	104	55	55
Enrollment - non-residents	-	-	161	-	-	175	307	188	217	204	176	165	175
Enrollment - residents	-	-	474	-	-	506	467	569	606	589	564	525	537
Enrollment - Total	-	-	635	-	-	681	774	757	823	793	740	690	712
Total classes offered	-	-	59	-	-	68	63	62	78	73	65	73	73
# of instructors	-	-	22	-	-	33	33	28	32	31	32	28	26

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Enrollment - Basketball	-	-	-	-	-	6	27	35	31	99	33	47	81
Enrollment - Volleyball	-	-	-	-	-	72	102	82	81	81	81	81	87
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	0	0	0	0	0	0	0	0
Enrollment - non-residents	-	-	112	-	-	56	74	59	27	98	98	77	95
Enrollment - residents	-	-	96	-	-	16	55	58	85	82	50	51	73
Enrollment - Total	-	-	208	-	-	78	129	117	112	180	64	128	168
Total classes offered	-	-	14	-	-	5	7	0	7	15	5	5	7
# of instructors	-	-	8	-	-	2	2	2	2	2	2	2	2
Drop-in basketball visits	-	-	596	-	-	206	171	194	190	525	233	270	404
Drop-in volleyball visits	-	-	844	-	-	394	287	415	433	646	412	436	626
Leagues – individual registrations	-	-	-	-	-	56	0	14	0	0	3	3	0
Leagues – team registrations	-	-	35	-	-	14	0	31	50	128	10	0	23

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Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, and health	-	-	-	-	-	80	80	66	104	104	105	69	75
Arts and crafts and technology	-	-	-	-	-	41	41	41	30	30	30	71	71
Dance, music, or performing arts	-	-	-	-	-	15	15	47	40	40	40	18	12
Language and literary arts	-	-	-	-	-	13	13	31	35	36	36	24	24
Other	-	-	-	-	-	-	-	-	7	0.07	8	6	6
Enrollment - non-residents	-	-	20	-	-	10	10	16	17	17	17	14	16
Enrollment - residents	-	-	145	-	-	139	139	169	201	207	208	174	186
Enrollment - Total	-	-	165	-	-	149	149	185	218	224	225	188	202
Total classes offered	-	-	19	-	-	15	15	22	22	23	23	24	24
# of instructors	-	-	9	-	-	9	9	11	12	13	13	13	13
Drop-in basketball visits	-	-	658	-	-	29*	167	192	215	252	272	272	160
Drop-in volleyball visits	-	-	13	-	-	*	10	50	65	6	31	31	16
Drop-in Fitness Center	-	-	1697	-	-	542	720	659	620	522	550	364	572

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Gymnastics enrollment	-	-	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)
Aerial Silks enrollment	-	-	-	-	-	49	43	58	59	55	55	0	0
Enrollment - non-residents	-	-	368	-	-	287	282	342	343	359	293	*	*
Enrollment - residents	-	-	942	-	-	628	605	815	811	859	944	*	*
Enrollment - Total	-	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242
Total classes offered	-	-	120	-	-	119	119	120	120	120	120	*	*
# of instructors	-	-	-	-	-	2	2	2	2	2	2	0	0

*Gymnastics was closed due to flooding from Jan - Feb. 22, 2026

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Table 21. Picnic Rentals													
Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park picnic area - available hours	-	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136
Burgess Park picnic area - reserved hours	-	-	-	-	-	74.5	97	195	148	86	14.5	38	35
Burgess Park picnic area - utilization %	-	-	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%
Nealon Park picnic area - available hours	-	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352
Nealon Park picnic area - reserved hours	-	-	-	-	-	90	108	130	78	56	20	31	44
Nealon Park picnic area - utilization %	-	-	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%

Table 22. Park Rentals													
Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Bedwell-Bayfront Park - available hours	-	-	-	-	-	434	434	420	434	420	434	434	410
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	12	12	60	36	12	0	12	0
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	3%	3%	14%	8%	3%	0%	3%	0%
Sharon Park - available hours	-	-	-	-	-	434	434	420	372	420	420	420	410
Sharon Park - reserved hours	-	-	-	-	-	0	0	0	12	0	0	0	0
Sharon Park - utilization %	-	-	-	-	-	0%	0%	0%	3%	0%	0%	0%	0%

*Season is still in progress and data shown is not yet final.

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Table 23. Athletic Field Rentals													
Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park - available hours	-	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688
Burgess Park - reserved hours	-	-	-	-	-	2,976	1,206	561	540	195	1	69	299
Burgess Park - utilization %	-	-	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%
Hillview School - available hours	-	-	-	-	-	744	744	720	744	720	744	744	672
Hillview School - reserved hours	-	-	-	-	-	478.5	202	132	153	142	85	79	107
Hillview School - utilization %	-	-	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%
Jack Lyle Park - available hours	-	-	-	-	-	Closed	744	720	744	720	744	744	672
Jack Lyle Park - reserved hours	-	-	-	-	-	Closed	197	246	182	92	10.5	8	66
Jack Lyle Park - utilization %	-	-	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%
Kelly Park - available hours	-	-	-	-	-	868	868	840	868	840	868	868	784
Kelly Park - reserved hours	-	-	-	-	-	243	240	321	310	236	158	206	185
Kelly Park - utilization %	-	-	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%
La Entrada School - available hours	-	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016
La Entrada School - reserved hours	-	-	-	-	-	Closed	240	31.5	31.5	12	0	0	26
La Entrada School - utilization %	-	-	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%
Nealon Park - available hours	-	-	-	-	-	Closed	1,302	840	868	420	434	434	392
Nealon Park - reserved hours	-	-	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41
Nealon Park - utilization %	-	-	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%
Oak Knoll School - available hours	-	-	-	-	-	Closed	744	360	372	420	434	434	336
Oak Knoll School - reserved hours	-	-	-	-	-	Closed	106	27	24	0	0	0	16
Oak Knoll School - utilization %	-	-	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%
Willow Oaks Park - available hours	-	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344
Willow Oaks Park - reserved hours	-	-	-	-	-	Closed	239	120	110	29	18	20	84
Willow Oaks Park - utilization %	-	-	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%
Total available hours	-	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904
Total reserved hours	-	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323	525	824
Total field utilization %	-	-	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%

*Season is still in progress and data shown is not yet final.

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Table 24. Tennis and Pickleball Court Rentals													
Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	174	184	205	181	149	103	163	141
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	21	45	47	48	41	16	30	12
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	5	21	14	27	11	10	14	5
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	51	77	133	143	117	109	128	94
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	172	161	204	220	197	151	197	186
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	164	163	193	173	150	89	135	166
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	120.75	112	192	170	148	115.75	136.75	152
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	99	142	194	170	150	131	174	132
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%

Table 25. Tennis and Pickleball Classes													
Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Youth tennis enrollment	-	-	-	-	-	21	23	47	48	67	63	86	53
Adult tennis enrollment	-	-	-	-	-	6	7	24	28	31	23	23	21
Tennis enrollment - resident						21	27	63	67	82	73	73	63
Tennis enrollment - non-resident						6	3	8	9	16	13	13	11
Tennis enrollment total						27	30	72	76	98	86	86	74

*Season is still in progress and data shown is not yet final.

LIBRARY AND COMMUNITY SERVICES
STATISTICS - FEBRUARY 2026

Table 26. Recreation client accounts													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
New recreation client accounts	275	991	972	505	501	459	937	502	347	402	806	488	416
Total recreation client accounts	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641
Hyperlocal client accounts	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194

Table 27. Web page views													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
/Library	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797
/ActivityGuide	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119

Table 28. Newsletter engagement													
	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Newsletters sent	4	5	4	5	4	4	5	4	4	4	3	4	4
Average recipients per newsletter	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031
Total recipients (excludes bounces, etc.)	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589
Total newsletter clicks	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323
Total newsletter unique clicks	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628
Total newsletter opens	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829
Total unique opens	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825
% open rate (monthly average)	87%	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%
% unique opens rate (monthly average)	52%	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%
Unsubscribes Monthly Total	216	179	147	170	139	128	207	296	242	209	148	212	118
% Unsubscribes - Monthly Average	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%
Email Bounces - Monthly Total	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549

*On May 10, 2025 a server error caused a newsletter to fail to send to approximately 8,920 subscribers

LIBRARY AND COMMUNITY SERVICES
STATISTICS - FEBRUARY 2026

Table 29. Large-scale community event attendance													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	290	-	-	-	-	-	-	-	-	-	-	-	310
Community Resource Fair	-	180	-	180	-	-	-	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	2,200	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	310	-	-	-	-	-	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	2,200	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	249	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	*	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	302	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	365	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	275	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	750	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	120	130	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	-	310	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	-	2,000	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	160	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	-	925	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	-	463	-	-

LIBRARY AND COMMUNITY SERVICES
 SUGGESTION BOX COMMENTS AND RESPONSES
 MARCH 2026
 menlopark.gov/feedback

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2026-01-24	Belle Haven Community Campus	Weights over 60 for dumbbells and cycling class	Thank you for the submission. I will have the team look into this request. - Rondell
2	2026-01-27	Belle Haven Community Campus	Drop-In for movement room!	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will take this into consideration as we review future programming and space availability. -Rondell
3	2026-01-27	Belle Haven Community Campus	Movement room drop ins	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will consider this as we review future programming and space availability. - Rondell
4	2026-01-27	Belle Haven Community Campus	Movement room drop-ins	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will consider this as we review future programming and space availability. - Rondell
5	2026-01-27	Belle Haven Community Campus	Drop-ins for movement room	Left voice message - Rondell
6	2026-03-03	Belle Haven Community Campus	I wasted 45 mins. driving here	Hello, thank you for leaving feedback. Based on your comment, I double-checked the hours listed on the Belle Haven Community Campus web page to confirm that they are current. Please feel welcome to contact me directly with specifics if you've noticed information that we need to update. Kindest regards, Ashley
7	2026-03-03	Belle Haven Community Campus	The front entrance Belle Haven Community Center sign needs cleaning/clearing of cob webs	Hello, Thank you for bringing this to our attention. We appreciate you letting us know. Our team will take a look at the front entrance sign and arrange for it to be cleaned and the cobwebs cleared.
8	2026-03-03	Belle Haven Community Campus	More women only basketball time	Thank you for the submission. I will have the staff look into this request. - Rondell
9	2026-03-03	Belle Haven Community Campus	More women only basketball session	Thank you for the submission. I will have the staff look into this request. - Rondell
10	2026-03-03	Belle Haven Community Campus	Sat women only basketball 12-2pm? So that we don't have to fight men? They don't play during that time.	Thank you for the submission. I will have the staff look into this request. - Rondell
11	2026-03-03	Belle Haven Community Campus	When classes are scheduled could they not be scheduled to overlap one another?	Hello. Thank you for your feedback. We do our best to schedule classes in a way that minimizes overlap while also accommodating instructor availability, room space, and the variety of programs we offer. We will continue to keep this in mind as we plan future schedules. - Rondell

Ref #	Date received	Location received	Full Text of suggestion	Response
12	2026-03-03	Belle Haven Community Campus	Longer yoga mats please, thank you!	Hi, We appreciate the feedback. We will look into the possibility of adding longer yoga mats to better accommodate participants during classes.
13	2025-12-26	Menlo Park Library	When you do a competition on the board near the children's room, try not to have obvious winners. E.g. Dog man, Dogs, etc.	[No contact] I believe this refers to our occasional "bracket" type boards where kids can vote for the things they like. We love to hear from our library kids about what they like, because it helps us to provide our community with what they're interested in!
14	2026-01-25	Menlo Park Library	Adult Table Top/Board game/Dungeons & Dragons Group	Thank you so much for your suggestion that we start an adult table top/board game/D&D group at the library. I think it's a great one. I don't think we have the staffing to put together a D&D group (it's already a staffing challenge to provide a teen table top gaming group once a month), but I think there's a possibility that we might be able to put together an independent table top/board game meetup time. I'll speak with staff about this. We love getting suggestions like this from our community. Thank you for getting involved! Best, Rose
15	2026-01-26	Menlo Park Library	Great library but having no areas that are designated as "Quiet" (no conversating) is a loose concept of a library.	Thank you for the compliment! We're happy you think we have a great library. As far as having designated "quiet" zones goes, due to the limitations of our space, different areas are going to be quieter throughout the day. We're always happy to provide earplugs to those in need! Best, Rose
16	2026-02-02	Menlo Park Library	Idea: Maybe you could have a Readathon where we try to read as many minutes as we can to try to 100,000 minutes in 2 weeks. It can be like at Laurel Elementary School. Questions can be answered.	Hi, Thank you for suggesting that our library host a readathon where we try to read as many minutes as we can in order to reach a group goal within two weeks. It's a very interesting idea, and I'll bring it to our Summer Reading team to see whether we could incorporate it as part of our summer challenge! Best, Rose
17	2026-02-02	Menlo Park Library	Ice cream taste test	[sibling of correspondent, added into same email to parent] Oh, and I have a response for [name redacted], as well! [Name redacted], I'm intrigued by your suggestion of an "ice cream taste test." As I mentioned in my email to [name redacted], we don't usually have food in the library EXCEPT at special events. Maybe this could be a fun event for our Teen Advisory Group to host. I'll pass the suggestion along to them.
18	2026-03-02	Menlo Park Library	My name is [redacted]. I have wrote you before but I just want to ask when is Pokemon club gotta start?	Hi! We're working on putting together a Pokemon group. We don't have a start date yet, but rest assured, you're on our list and we'll reach out to you and let you know when we get going! Thank you for showing such interest! - Rose
19	2026-03-02	Menlo Park Library	Please put a pool table room , dark fort room with lanterns, and an aquarium at the accounts desk	What creative ideas! Thank you for suggesting them. - Rose
20	2026-03-02	Menlo Park Library	Keep ear buds and candy ant food tests every Saturday	Hi! Thank you so much for suggesting that we keep earbuds at our desks - we do! We ran out for a little while but we have them back now. I'm not sure exactly what your suggestions about candy and (ant?) food tests means, but I'd be happy to hear back from you about it! Sadly we can't have food in our library because crumbs do attract ants (among other critters). We love hearing from our library kids! Keep the suggestions coming! Best, Rose

Ref #	Date received	Location received	Full Text of suggestion	Response
21	2025-12-28	Online	Hello - I wanted to check if there are any basketball open gym offerings on Sundays?	Hi, Thank you for the question. Currently, we do not offer any drop-in basketball on Sundays. Our full schedule is available here on our website along with other information on our basketball leagues: https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Basketball Let me know if you have any further questions, please. Thanks, Khalid
22	2026-01-20	Online	Couldn't get on line site to report problem. Our street light in [redacted street] has burned out. Very dark at night. Pls. Report to appropriate department. Thank you!	[A ticket was submitted to See. Click. Fix.]
23	2026-01-22	Online	The deep section in Burgess Skatepark has had a plugged drain and standing water for over a week. Can maintenance please fix that drain? Thanks!	Thank you for letting us know. A ticket was submitted to Public Works for the repair of the drain. Cheers, Nick
24	2026-01-24	Online	I really appreciate and enjoy the video games at the library. Please continue to increase the selection, thank you!	[no contact] Glad to hear you are enjoying our video games! We'll keep 'em coming!
25	2026-01-24	Online	It would be really nice if the belle haven library can have more chinese materials for my parents. The only thing we see there are newspapers and magazines but some books would be nice.	Thank you so much for suggesting we supply Chinese Language materials for adults at the Belle Haven Library. I've passed your suggestion along to our selectors, and we should have some materials arriving soon. Sincerely, Rose
26	2026-01-25	Online	I play tennis at Nealon Park. The sign clearly says no private tennis lessons without a permit. Every time I play there, there are at least 2, if not 3 courts of lessons. Is there any way to verify which coach actually has a permit? Perhaps posting the names of permitted coaches by the courts? It's frustrating as a resident when the courts are mostly being used by coaches to earn money instead of by residents to use a public resource. I'm confident other players feel similarly.	Hi! Thanks for taking the time to write to us. We apologize for the negative experience you recently had at the Nealon tennis courts. We are taking several steps to make court usage less attractive for private lessons and to keep them available for drop in play: <ul style="list-style-type: none"> •we are making changes to our court use policy •we are requiring additional limits on those who book courts using the commercial rate •we are improving our courtside signage for the courts designated for drop-in only. We hope to see some improvement in court availability soon. Please do let us know if you continue to see this pattern of usage so that we can make further adjustments if needed. Kind regards, Tricia
27	2026-01-27	Online	I'm curious about the gym policy. This morning few people were playing loud music on phone speak . I was not able to concentrate on my circuit . Would be possible	Hello, Thank you for your suggestion and for bringing this to our attention. We appreciate the feedback. We will look into adding signage in the gym reminding users to use headphones instead of phone speakers so everyone can enjoy the space. Thank you again for helping us improve the experience for everyone.

Ref #	Date received	Location received	Full Text of suggestion	Response
			to have signs in the gym room to replace phone speak with headphones? Thanks	
28	2026-01-27	Online	I appreciate the City’s efforts in recognizing and celebrating Black Liberation Month and honoring the contributions of the Black community. These celebrations highlight values of inclusion, community, and equity, which I deeply appreciate. I would also like to share a concern regarding inclusivity related to food offerings at these events. As someone who follows a plant-based diet, I have found it challenging to participate fully due to the lack of plant-based food options. I respectfully recommend considering the inclusion of plant-based alternatives for meals and desserts at future events to ensure broader accessibility and inclusion.	[We are planning on including plant-based options at events.]
29	2026-02-17	Online	We are residents of the City of Menlo Park, and our 6-year-old son with special needs attended the winter camp today. Unfortunately, he was not able to be supported successfully, despite our communication with your team in advance. We were asked to pick him up after only half a day. We are disappointed by this experience and feel it is unfair that a full refund was declined given the circumstances. We respectfully request a full refund for the day. Thank you for your consideration, and we look forward to your response.	Hi, Thank you for writing to us. I am very sorry that [name redacted] had a negative experience at camp. I have spoken to staff here, and heard how they and our camp partners worked to accommodate [name redacted] during Tuesday’s session. When [name redacted] became upset during class, they took steps to help de-escalate the situation, offered [name redacted] and his aide quiet spaces where they could recover their composure, and offered alternative activities for [name redacted]. When none of these measures proved effective in moderating [name redacted] behaviors, and the behaviors [name redacted] exhibited became a safety concern for staff and class participants, they contacted [name redacted]’s guardians. Our staff are open to assisting participants with learning and behavioral differences, but they are expected to respond to situations that can compromise their safety or the safety of other participants by relying on our facility use guidelines. Because camp was already underway, staff provided you with a pro-rated refund for days not yet attended. As noted in previous correspondence with you, [name redacted] is welcome to register for future classes and camps, and we will do all that we can to reasonably accommodate him. I understand how upsetting these situations can be for all involved. I am available to speak with you if you would like to discuss this further – my number is in the signature block below. Kind regards, Tricia
30	2026-02-21	Online	I wanted to also give my compliments to Coach Kellan. We last had gymnastics with him several seasons ago and really rather spottily, but ran into him during this hiatus while he escorted some kids from the Menlo Center to the pool. I was so pleasantly	Thank you for your compliment. We have passed along your kind remarks to the coach's supervisor. Best, Ashley

Ref #	Date received	Location received	Full Text of suggestion	Response
			surprised that he not only remembered my kids, but also said hello to them by name and with the same enthusiasm he had for them back when he coached them. He is truly a gem.	
31	2026-02-22	Online	We regularly encounter it that all tennis courts at Willow Oaks are occupied by tennis lessons (in the afternoon or on weekends) although #1 and #2 should be available to the public. The suspicion is that these lessons are held without a permit by the community and without a rental agreement. It makes it almost impossible to get a place to play.	Thanks for taking the time to write to us. We apologize for the negative experience you recently had at the tennis courts. We are taking several steps to make court usage less attractive for private lessons and to keep them available for drop in play. We are making changes to our court use policy, requiring additional limits on those who book courts using the commercial rate, and improving our courtside signage. We hope to see some improvement in court availability soon. -Trish

MEETING DATE*	TENTATIVE AGENDA TOPICS**	
January 28, 2026	<ul style="list-style-type: none"> Picnic Area Use Policy Ad Hoc Sub Committee project – 6k “fun run” 	
February 25, 2026	<ul style="list-style-type: none"> Invite Council Liaison to meeting Pickleball presentation - Updates on non-CIP issues Aquatics Annual Report and Survey 	
March 25, 2026	<ul style="list-style-type: none"> Presentation: Gymnastics Aquatics user survey results Court user policy updates 	
April 22, 2026	<ul style="list-style-type: none"> Commission Annual Attendance Report New PRC members appointed by City Council PRC work plan prior year progress report Presentation: Youth Advisory Committee Presentation: Flood Park Invite park ranger to meeting (first 90-day recap) 	
May 27, 2026 At BHCC	<ul style="list-style-type: none"> Select commission Chair and Vice Chair Presentation: Belle Haven Community Campus Fun Run debrief 	
June 24, 2026	<ul style="list-style-type: none"> New Chair begins term Onboarding new PRC members Study session: PRC work plan for coming year 	
July 22, 2026	<ul style="list-style-type: none"> Study session: Update PRC work plan for coming year 	
August 26, 2026	<ul style="list-style-type: none"> Chair gives City Council PRC prior year work plan progress report Recommend PRC work plan for coming year 	
September 23, 2026	<ul style="list-style-type: none"> City Council approval of PRC work plan for coming year Review the Aquatics Community Survey 	
October 28, 2026	<ul style="list-style-type: none"> Receive the commission work plan as revised and approved by City Council Review 	
November 18, 2026	<ul style="list-style-type: none"> Approve schedule of PRC meetings for following calendar year Parks and Recreation Facility Master Plan review 	
December 21, 2026 (Joint meeting w/ LC) At BHCC	<ul style="list-style-type: none"> Year in review Open house / social 	
Standing/ recurring agenda items (typically every meeting unless otherwise noted)	<ul style="list-style-type: none"> Approve previous meeting’s minutes Department statistics Tentative agenda calendar Staff reports Commissioner reports 	<ul style="list-style-type: none"> Strategic Plan review (recommended to review annually) Parks and Rec Master Plan update (recommended every 4 years)
Unscheduled future items	<ul style="list-style-type: none"> Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation Dog park enforcement (via ranger services) Youth Advisory Committee update Community gardens study session CIP Updates Realize Flood Park project update (San Mateo County Parks) 	

*Parks and Recreation Commission meetings are held at 6:30 p.m. on the fourth Wednesday of the month unless otherwise specified.

** All dates and topics are tentative and subject to change

***Items that recur annually are in bold and in green font (do not remove)