

FACILITY RESERVATIONS OPENING DAY Friday, September 9, 2011 – 8:00 a.m. – 5:30 p.m.

The City of Irvine will accept facility reservation applications on **Friday**, **September 9**, **2011**, **at 8:00 a.m. sharp** for reservations from January 1, 2012 - December 31, 2012.

Opening day reservation requests submitted on Friday, September 9th will ONLY be accepted by:

- E-mail to: reservations@cityofirvine.org or
- Fax at 949-724-6608

Applications received prior to 8 a.m. on Friday, September 9, 2011 will be processed after 12 noon on September 9.

• Walk-in applications will be accepted beginning Monday, September 12, 2011.

Staff is available at 949-724-6620 to confirm receipt of application. Due to the anticipated volume of applications, we are unable to check room availability when applications are submitted.

For nonprofit Category II and III organizations: Organization requirements must be current and on file with the Facility Reservation office at the time of reservation. Applications will not be accepted for organizations with incomplete or outdated files. Please note all groups are required to submit all information listed below, Please follow the check list below:

A roster of current and active membership, including complete addresses with zip codes
A list of officers, including names, titles, addresses and telephone numbers;

Note: Category II and III organizations are <u>highly</u> encouraged to submit all required nonprofit qualifying information prior to September 9, 2011.

For Group IV (Irvine resident private party events): All applications require proof of residency (a current utility bill).

Public facility application forms and 2012 policies may be obtained via the Internet (www.cityofirvine.org/reservations), or by contacting the Facility Reservations office at 949-724-6620.

Please note: Public Facility Reservation and Fee Policy recommended changes will be presented to the Irvine City Council for approval on Tuesday, August 23, 2011 at 4:00pm. City Council Agenda packets will be available to view here at least 72 hours prior to the scheduled Council Meeting. Upon approval, revised policies will be posted to the City's web site. These revised policies and fees will be effective starting January 1, 2012.

Please contact Facility Reservations at 949-724-6620 or e-mail reservations@cityofirvine.org with questions.