COMMUNITY SERVICES

POLICY/PROCEDURE

PUBLIC FACILITIES RESERVATION AND FEE POLICIES

SECTION: I
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The City of Irvine invites the community to enjoy our wonderful community facilities and beautiful park sites for your next event. Irvine's community parks and facilities offer the perfect setting for corporate meetings, family gatherings, community events or other types of meetings, conferences or parties. We invite you to explore the possibilities available to you and give us the opportunity to share what Irvine has to offer.

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A. General Regulations

PUBLIC FACILITIES RESERVATION AND FEE POLICIES

The Public Facility Reservation and Fee Policy (Policy) governs use of public facilities such as community center rooms, picnic shelters and sports fields by community organizations, residents and non-residents. The purpose of this policy is to fairly and reasonably provide access to City facilities for the Irvine community and ensure uniform handling of like kinds of groups to avoid disparate treatment among similarly qualified user groups. Irvine is blessed to have many wonderfully appointed strategically located public facilities. Our challenge is to balance the needs of local user groups to secure regular meeting spaces and the needs and expectations of residents so they will have access to City facilities for their use.

The City of Irvine Facility Reservations Office is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and alternate Fridays from 8 a.m. to 5 p.m. The office is closed every other Friday and on City-observed holidays. All indoor facility rentals include tables and chairs; additional equipment may be available for rent or be brought in. Further information is available at 949-724-6620 during regular operating hours.

SECTION I - GENERAL POLICIES

The Community Services Department may from time to time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of any park and open space area, building, structure, equipment, apparatus, or appliance in order to maximize the use and enjoyment of parks by the public (Municipal Code Sec. 3-4-102).

The Director of Community Services or his/her designee has the authority to make exceptions to the Public Facilities Reservations and Fee Policy, on a case-by-case basis, at his/her discretion (Municipal Code Sec. 3-2-104).

A. APPLICATIONS

1. All new applications are accepted on a first-come, first-served basis and are only accepted from persons 21 years of age and older on official forms provided by the Facility Reservations Department. Applications and other documents may be submitted as follows:
   a. Scan and e-mail to reservations@cityofirvine.org
   b. Fax to 949-724-6608
   c. Deliver in person to Community Services staff located on the 2nd floor of the Irvine Civic Center at 1 Civic Center Plaza, Irvine, CA 92606
   d. Mail to City of Irvine, Attn: Facility Reservations, P.O. Box 19575, Irvine, CA 92623-9575
2. All fees and deposits must be paid at the time of application submittal. Payment plans may be available to on-going users in good standing.
3. Applications and all required documentation should be submitted at least thirty (30) calendar days prior to the requested reservation date. Category II and III applicants with a current and active file with the City, and those planning alcohol-free family picnics with fewer than seventy-five (75) persons, may submit applications as late as fifteen (15) calendar days prior to the requested reservation date. Applications are not considered approved until the applicant has received a written confirmation from the Facility Reservations Department. Requests received outside these timeframes may be granted if time and conditions allow.
4. The City of Irvine reserves the right to limit requests for ongoing bookings of premium rooms. See additional information on premium rooms in Section II – Indoor Facility Permits.
5. Groups applying under a Joint Use Agreement must submit an application. The application must be signed by an authorized contractual signatory of the agency, which for school events, is generally the Principal or Athletic Director.
6. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the 30-day deadline.
7. An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities.

8. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.

9. The applicant and/or event contact person must arrange and attend a pre-event site walk-through meeting at the reserved site at least fourteen (14) days prior to the reserved date. Caterers and special event coordinators should also attend the site meeting. Failure to complete a site meeting could result in event cancellation and forfeiture of fees and deposits.

10. The applicant and/or event contact person must be present at the event and stay on site for the entire time. These are the only persons who may request changes to the reservation.

11. The City will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the City's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees and deposits will be refunded.

12. Rental fees for users on a payment plan are due on the first day of the month prior to the date of use. The applicant must maintain a Visa or MasterCard on file. In the event Facility Reservations has not received an alternative form of payment by the due date, the applicant's credit card will be charged.

13. Future reservation dates scheduled by persons or organizations with outstanding balances may be cancelled until payment is received. The City reserves the right to reject any future applications.

14. Facility Reservations accepts payments as follows:

	Phone	In Person	Fax	Mail	E-Mail
MasterCard/Visa/Discover/ American Express	X	X	X	X	X
Check		X		X	
Cash		X			

15. Posting Signs in City Parks

    a. Day of Event Signs – Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in the Irvine Municipal Code. Requests must be approved during the application process. Signage must be directed to the participants in the reserved area and not to street travel. Signs may be approved for posting at the beginning of the reservation and must be removed at the end of the reservation.

    b. Street Corner Banners – Applicants requesting permission to display promotional banners on street corners must submit an application for a Temporary Banner Permit to Community Development for approval. Requests for Temporary Banner Permits to post a street corner banner at a City park or facility are only available for City programs and events receiving approval through the City of Irvine Relationship Policy.

16. Failure to comply with any section of the Public Facilities Reservation and Fee Policies requirements and/or falsification of information is subject to the forfeiture of all deposits and fees paid. Additional fees and penalties will result from misrepresenting a reservation request. Examples: booking a private party event (wedding, birthday party, anniversary, etc) as a Category II or III activity; Booking an event for a business as a private Category IV activity. See additional language in Rate Categories below.

17. For any event that will be advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *This event is a private reservation and is not endorsed or sponsored by the City of Irvine.* A copy of flyer and/or electronic communication must be submitted to Facility Reservations for approval.

18. The City reserves the right to cancel or reject current and future reservations due to the misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

B. RENEWALS

The City may automatically renew reservation dates, upon written request from applicant, for regular ongoing Category I, II and III organizations prior to opening the new reservation year to the general public. Renewals are limited to applicants in good standing, with all payments made on time and complete, and with updated nonprofit files. Applicants must provide a timely response to all communications and comply with policies. All new renewal requests are handled on a first-come, first-served availability basis.

C. CANCELLATION AND CHANGES

1. Cancellations or changes **must** be received by Facility Reservations in writing from the applicant and/or event contact during Civic Center's regular operating hours. Cancellations or changes submitted to the sites **will not** be honored. Submit written requests by:
   a. Scan and e-mail to reservations@cityofirvine.org
   b. Fax to 949-724-6608
   c. Hand-delivery to the Civic Center: 1 Civic Center Plaza, 2nd Floor, Community Services, Irvine, CA 92606
   d. Mail to Facility Reservations, P.O. Box 19575, Irvine, CA 92623-9575
2. Reservation cancellation charges are processed in accordance with the following:
   a. Cancellations made more than thirty (30) days prior to the event forfeit 5% of all payments made (excluding deposits); the remainder will be refunded.
   b. Cancellation of reservation made fifteen (15) to thirty (30) days prior to the original reservation date forfeit 50% of deposits paid.
   c. Cancellations made fewer than fourteen days prior to the original reservation forfeit all fees paid, including security and insurance (excluding deposits).
   d. Cancellations made by Category II or III users, fewer than fourteen (14) days prior to the original reservation date forfeit 50% of paid deposits.
   e. For the sixth and each subsequent cancellation made by ongoing users during the reservation year – a non-refundable processing fee will be charged.
3. Reservation changes are processed in accordance with the following:
   a. One adjustment per application will be processed at no charge. Additional changes or revisions to an application will be assessed a non-refundable processing fee per change. These changes include, but are not limited to any adjustment to time, number of attendees, etc.
   b. Changes in facility or date made less than fourteen (14) days prior to the original reservation date – forfeit 25% of deposit(s).
4. A fee, billed to the nearest half hour, will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at 150% of the applicable hourly room rate. Category II and III users will be billed at the extended hours rate or the applicable room rate, whichever is higher. Groups will be billed per room used. Fees are charged to the nearest half hour.
5. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.
6. Applicant, event contact and/or participant failure to arrive at a scheduled event, and/or failure to provide written cancellation notification to the Facility Reservations office during regular business hours, will be considered a No-Show and all deposits and fees will be forfeited.
7. All refunds, except for returned deposits for completed events, are subject to a 5% refund processing fee.

D. RATE CATEGORIES

The following categories are utilized only for the purpose of determining fees and charges. Category status is determined based upon the type of event and individual or group who is reserving. Category status is determined

when the reservation application is approved. Category assignments do not supersede any contractual arrangements between the City and any organization or business.

Falsification of membership rosters for Category II and III organizations will result in immediate loss of organization status and all future reservations will be charged at the appropriate category associated with type of reservation until the membership roster is confirmed and approved. Membership roster verification can take up to six months. Staff will confirm membership by random roster checks at multiple reservation periods to determine actual membership participation.

The City reserves the right to relocate activities to a more appropriately-sized room or location and may modify reservation start and end times, based on actual use, attendance, requests and use of multiple rooms, minimum room capacities or use of premium room during prime facility hours.

Misrepresenting requests or activities of organization will result in immediate loss of an organization's Category status for six months from the date of violation. All subsequent reservations will be charged at the appropriate category rate associated with the type of reservation and the organization must reapply for Category status at the end of the six month period.

Category I: City sponsored and co-sponsored events, agencies with a Joint Use Agreement with the City, and events conducted by official United States Military with an Irvine address or serving Irvine (i.e., deployment, welcome home, change of command, memorial and recognition ceremonies, and military-sponsored family activities).

Examples: City and Community Service Department events, Irvine Unified School District, Orange County Fire Authority, Army 419th Battalion Welcome Home event, Marine Corps Recruiting Station OC Change of Command Ceremony

Generally, applicants do not pay rental fees unless the particular use imposes additional expenses to the City; however, extended-hours rates and other fees may apply. Official United States Military events are excluded from extended-hours fees but may pay for additional expenses, pending submittal of a facility application, an official request on military branch letterhead and application review and approval by the Director of Community Services.

Category II: IIA – Irvine-incorporated nonprofit, non-membership-based agencies; agencies sponsoring a public forum or candidate's night; and governmental agencies serving Irvine.

Examples:	Chamber of Commerce	Irvine Children's Fund
	County of Orange agencies	County Registrar of Voters
	Families Forward	

IIB – Incorporated nonprofit civic, social and cultural/religious membership-based organizations with at least 57% Irvine members; incorporated nonprofit organizations not meeting residency requirements but whose primary mission is fundraising for or providing service to Irvine residents.

Examples:	Youth Sports Organization	Boy/Girl Scouts
	Homeowners Association	Irvine Spectrum Rotary

Government agencies must provide the Facility Reservations Department a Letter of Authorization from the department head responsible for the activity on an annual basis. All other IIA organizations and all IIB organizations must submit the following items annually for review by the Facility Reservations Department, to maintain Category IIA/IIB status:

- The name of one (1) authorized applicant for the agency/organization.
- A copy of the agency's/organization's current certificate of insurance and a separate endorsement page listing the City of Irvine as additionally insured.
- A copy of the organization's State of California nonprofit incorporation papers or tax-exempt IRS 501(c)(3) letter.
- Current Irvine Business License.

- List of officers, including names, titles, addresses and telephone numbers on organization letterhead paper.
- For membership based organizations, a roster of current and active membership, including complete addresses with zip codes.
- For non-membership based organizations, a copy of current bylaws and letter on agency letterhead identifying current fundraising for or service to Irvine residents.

By submission of an application, the applicant agrees to the City's reserved right to modify applicant's reservation to accommodate broader access by the Irvine Community. Reservations will only be modified a minimum of 30 days prior to the reservation date and only if alternate accommodations are identified. The City reserves the right to require additional information as necessary.

Category III: Irvine college and university class, department or club activities, events or programs (credit or non-credit). Irvine-incorporated, nonprofit civic, social and cultural/religious organizations with 51-56% Irvine residents.

Examples: Irvine Valley College, Concordia University, UCI

Schools must submit the following items annually to the Facility Reservations Department to maintain Category III status. The City reserves the right to require additional information.

- The name of one (1) authorized applicant for the organization; a maximum of five (5) additional individuals may be listed as event contacts;
- A current copy of the organization's certificate of insurance and a separate endorsement page listing the City of Irvine as additionally insured; and
- A letter of authorization from the department-head or dean responsible for the activity.

Nonprofit organizations applying under Category III must submit all the above Category II documentation to the Facility Reservations Department to qualify for Category III rates, and must resubmit annually.

Category IV: Irvine resident activity: private parties and events, fundraisers and social events for political candidates/political parties.

Examples: Irvine resident private event, Irvine City Council candidate fundraiser

Category V: Irvine businesses and profit-making organizations; non-Irvine incorporated, nonprofit, civic, social and religious organizations; non-Irvine schools, their clubs, organizations and committees; non-resident private party activity.

Examples: Hyatt Regency of Irvine, Make-A-Wish Foundation, Chapman University, Private party for Costa Mesa residents

Nonprofits must adhere to Category II requirements, other than residency. Irvine businesses must provide proof of current City Business License.

Category VI: Non-Irvine businesses and profit-making organizations or companies; non-resident political candidate or political party use (i.e., fundraisers, work parties, social events).

Non-Irvine businesses using City facilities for commercial purposes must provide proof of a current City of Irvine Business License.

E. DEPOSITS

1. All facility applicants must pay a deposit at the time of application. The deposit will be refunded approximately four (4) weeks following the event, by check payable to the applicant or directly to the credit card to which the deposit was originally charged, if Community Services staff determines the facility was left in the same condition as noted on the incoming Condition of Facility Report.
2. Ongoing organizations are required to keep a credit card on file or a check for double the deposit as a standing deposit and will not receive refunds after each event.

3. Any damages to, or defacement of City facilities, equipment and/or park amenities, such as grass and foliage, will be deducted from the deposit and/or billed to the applicant at rates equal to cover repair or replacement costs, as determined by the City.
4. Any expense incurred by City to correct facilities and/or equipment not returned to original condition due to the applicant's use will be billed against the applicants deposits.
5. The City reserves the right to bill the applicant for damages and costs incurred above the deposit amount.

F. INSURANCE

1. Based on the type of event, the City reserves the right to require any group to provide liability insurance for its event.
2. Liability insurance coverage in the amount of $1,000,000 per occurrence is required for outdoor events consisting of 100 or more people. Business-related, nonprofit, filming and photography use, Showmobile rental, any event representing a special hazard, sports events and activities, and events serving or selling alcohol, will require insurance at the discretion of Community Services staff. In some high-risk cases, a higher limit may be required.
3. Any event requiring liability insurance must provide a copy of the Certificate of Insurance and a separate endorsement page naming the City of Irvine as additionally insured. The Certificate of Insurance must also specify a 30-day written notice of cancellation be forwarded to the City.
4. Liability insurance coverage may be purchased independently, added as a rider to a homeowner's policy or purchased through Facility Reservations. If the applicant chooses not to purchase the liability insurance through the City, evidence of required insurance must be provided within thirty (30) calendar days prior to the scheduled event.
5. For some facilities, the Certificate of Insurance must name the City of Irvine and the Irvine Unified School District (IUSD Joint Facilities) as the certificate holder and as an additional insured on the policy. The certificate must be accompanied by an endorsement also naming the City and IUSD as additional insured. Insurance requirements must be fulfilled prior to approval of the application and a thirty (30) day written "notice of insurance cancellation" clause is required. At the discretion of the Athletics Department, private party reservations for field use consisting of one (1) or two (2) dates may be exempt from this requirement.
6. Insurance fees vary by the type of event, facility location and number of anticipated guests; and are subject to change without notice. Please contact Facility Reservations staff at 949-724-6620 for current insurance fees.

G. ALCOHOL USE

1. Liquor liability insurance and security are required for all events serving alcoholic beverages. (See Item F.2 above).
2. The following fees will be charged for all events serving alcoholic beverages:
   a. Alcohol use fee (listed below)
   b. Liability insurance fee based on assessment of risk
   c. Security officer fee (fee subject to current City security contract)
3. Additional requirements may include security provided by the Irvine Police Department, additional security staff, City staff, deposits, insurance, access control plans and/or alternations to event plans. Costs incurred for additional requirements are the responsibility of the applicant. Please call 949-724-6620 for current rates.
4. The applicant and/or event contact person is responsible for enforcing guidelines and ensuring City facilities are not damaged when alcoholic beverages are served.
5. Any person or group wishing to serve alcoholic beverages at a facility will be required to provide a licensed bartender or a serving attendant who has completed "Special Event Server Training" and is at least 21 years of age. Bartenders and serving attendants are not allowed to drink alcoholic beverages or be under the influence of alcohol while serving alcohol.
6. Alcohol may only be consumed within the facility buildings or picnic areas designated and reserved, and not beyond the perimeters of these areas. (Alcohol use is not permitted on athletic fields or courts)

7. An Alcohol Beverage Control License (ABC License) must be provided if alcohol is to be sold during the scheduled activity if a donation is requested, admission is by donation, or if admission is charged. A copy of the ABC License must be e-mailed or faxed to Facility Reservations at reservations@cityofirvine.org or 949-724-6608 at least five (5) calendar days prior to the event.
8. The applicant is responsible for contacting the Alcohol Beverage Control Board to obtain a license if alcohol will be sold. A letter regarding the event will be provided to the applicant to present to the Alcohol Beverage Control License office at 28 Civic Center Plaza, Room 369, Santa Ana, CA, 714-558-4101.
9. Service to or consumption of alcoholic beverages by minors will result in immediate cancellation of the event without refund of fees. Alcohol is not allowed at events where the majority of participants are minors.
10. Alcohol service shall not last for more than five hours and must be suspended 1½ hours prior to the ending time of the event. At last call, only one (1) drink per person will be allowed, and the serving cup size may not exceed ten ounces. Alcohol may not be consumed without the presence of authorized security.
11. Alcoholic beverages may only be served within a designated area that is pre-approved by the site supervisor. Floors must be protected against damage and spills by use of a tarp. Beer kegs are allowed only with the site supervisor's approval.

H. SECURITY

1. The City reserves the right to require security guards present at events reserved through Facility Reservations, including but not limited to:
   a. Events where alcohol is served
   b. Indoor events with an attendance of 150+
   c. Outdoor events with an attendance of 200+
   d. Events with an attendance of 100+ youth
2. Security guards are arranged through Facility Reservations. Applicants may not provide their own security guards. One (1) guard per 100 in attendance is required. Security fees are subject to current City security contract and are non-refundable unless a written cancellation request from the applicant is received at least thirty (3) days prior to the scheduled event date. Please call Facility Reservations at 949-724-6620 for current rates.
3. Security is required one hour prior to the arrival of guests when alcohol is served.
4. Security or additional security may be required at the discretion of the site supervisor at or after the pre-event site walk-through meeting if the event is considered high risk.

I. INSPECTION AND CLEAN-UP AFTER EVENT

1. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Condition of Facility Report. This report consists of a checklist to ensure clarity regarding the arrival time and the initial condition of the facility or park picnic site.
2. The applicant and/or event contact is responsible for the actions of all event participants and all areas of the facility utilized by them, including restrooms. The facility must be cleaned and returned to the exact condition in which it was accepted, as indicated on the Condition of Facility Report.
3. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Condition of Facility Report. This process is intended to confirm the departure time at the end of the event. If the applicant and/or event contact fails to sign the Condition of Facility Report, or fails to accomplish facility clean-up by permit end time, the full deposit may be forfeited and the City reserves the right to reject any future applications.
4. Applicants and/or event contact are responsible for removing all trash and placing in the dumpsters at the end of their event, as well as for cleaning:
   a. all equipment used

b. all table tops and chairs used

c. any soiled or dampened floor or carpet areas

d. litter in restrooms

5. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Condition of Facility Report. All items left at the facility will be discarded.

6. The applicant and/or event contact is responsible for payment of any costs incurred by the City due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

J. CUSTODIAL SERVICES

Custodial services (Porters) are available and may be required based on the size and nature of the event to provide assistance with clean-up. Custodial services are charged at an hourly rate, subject to the current City custodial contract. Porters are scheduled for a minimum of four hours.

K. ADDITIONAL STAFF

Some events may require additional program, facility or maintenance staff due to the size or nature of the event. Additional staff time is billed to the application per hour per staff member. Some events may require maintenance staff at the applicant's expense. Staffing requirements will be determined at the time of permit approval and may be modified at the pre-event site walk-through meeting.

L. UNRESERVED HOURS

Use of any facility without a reservation will be billed at 150% of the applicable hourly rate. Category II and III groups will be billed at the extended hour rate or the applicable room rate, whichever is higher. Billing will be calculated on a per-room basis.

M. RENTAL EQUIPMENT

Additional equipment may be available for rent at various facilities in conjunction with a reservation. Equipment rentals cannot be guaranteed and are arranged directly with the site staff at the pre-event site walk-through meeting. Fees and/or deposits are required and must be paid no later than the day of the event.

N. FEE ADJUSTMENTS

Fees are reviewed and evaluated during the annual budget process. A cost analysis will be completed in accordance with the Financial Policies outlined in the City Budget document.

O. GENERAL PERMIT REGULATIONS

1. All reservations are subject to a one-hour minimum booking.

2. Youth-oriented events require a guest list and one (1) chaperone for every ten (10) youth participants. The guest and chaperone list must include complete names, addresses and telephone numbers. Chaperones must be 25 years of age or older. Youth-oriented events may also require wrist bands or other identification program, an additional staff person and/or security (Item K. 2), at the applicant's expense.

3. Smoking is prohibited at all City facilities, except in designated smoking areas.

4. No candles or open flames, tape, nails, staples, etc., are permitted on the walls, ceilings, windows, or furniture of any facility unless approved by the site supervisor at the time of the pre-event site walk-through. The applicant will be held responsible for any damage to the facility.

5. Rice, confetti, glitter, or birdseed-throwing is not allowed. Fog machines are permitted on cement or ground areas only.

6. Kitchen use must be requested on the application and must accompany reservation of another room in the facility. Warming of prepared food is allowed in all kitchens. Refer to the rental fee list for applicable rates.

7. Cooking is allowed in the Lakeview Senior Center and requires a City-licensed caterer approved and oriented by Community Services Department staff. State health codes preclude cooking in all other facility kitchens. Applicants must provide their own cooking utensils and supplies, all of which must be removed promptly upon conclusion of the event.
8. Refrigerator space may be limited due to use by City programs; discuss usage with the on-site meeting contact.
9. Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, and prior approval must be obtained from the on-site meeting contact.
10. Community Services staff is not authorized to sign for any deliveries. Any scheduled deliveries must be made during the reservation time only and the applicant must accept all deliveries.
11. For safety reasons, it is important to observe the maximum capacity of rooms as established by the Fire Marshall's Office. Events that exceed maximum limits may be shut down, and the group will forfeit their deposits and risk suspension of future reservations.
12. Reasonable accommodations will be provided for users in accordance with the Americans with Disabilities Act.

P. SPECIAL EVENTS

1. Events in excess of 200 attendees as well as large sporting events, festivals and carnivals may require any or all of the following, as determined by the Community Services Manager responsible for Facility Reservations or designee, and based on the nature of the event:
   a. A Special Event Permit from the Public Safety Department, 949-724-7022
   b. Additional approvals from other City departments
   c. Liability insurance and endorsement in the amount determined by the City's Risk Manager
   d. A hold harmless agreement and certificate of worker's compensation
   e. Additional staffing at the applicant's expense

Q. VENDORS

Individuals or businesses displaying or selling items, or providing a service (including bounce houses, mobile food trucks and caterers) in relationship to a reservation, must be licensed to conduct business activity in Irvine and must provide proof of a current City Business License or purchase one (valid for one year). Contact Regulatory Affairs at 949-724-6310 for information regarding securing a Business License. The event applicant is responsible for submitting proof of Business License(s) to the on-site meeting contact or designee at time of the pre-event walk-through. Due to the nature of the service or items being displayed or sold, proof of liability insurance and Orange County Health Department TFF inspection permits may be required.

SECTION II – INDOOR FACILITY PERMITS

A. GENERAL REGULATIONS

All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this section.

B. FACILITY HOURS OF OPERATION

1. Regular operating hours are listed below. Reservations for use of any facility before or after listed hours or on holiday closure dates require prior approval. Extended-hours rates or applicable room rates, whichever is higher, will apply.

COMMUNITY CENTERS
The normal operating hours for the seven (7) community centers below are as follows:

Monday through Friday:	9 a.m. – 9 p.m.
Saturday:	9 a.m. – 10 p.m.
Sunday:	12 noon – 6 p.m.

*NOTE: Community center buildings may close when there is no scheduled facility use.

Deerfield Community Park (DCP)
55 Deerwood West, Irvine 92604

Heritage Park Community Center (HPCC)
14301 Yale Avenue, Irvine 92604

Las Lomas Community Park (LLCP)
10 Federation Way, Irvine 92603

Northwood Community Park (NCP)
4531 Bryan Avenue, Irvine 92620

Turtle Rock Community Park (TRCP)
1 Sunnyhill Drive, Irvine 92603

University Community Park (UCP)
1 Beech Tree Lane, Irvine 92612

Woodbury Community Park (WBCP)
130 Sanctuary, Irvine 92620

SWEET SHADE NEIGHBORHOOD PARK (SSNP)
15 Sweet Shade, Irvine 92606

Monday through Saturday:	10 a.m. – 6 p.m.
Sunday:	Closed

HARVARD COMMUNITY ATHLETIC PARK (HCAP)
14701 Harvard Avenue, Irvine 92606

Monday through Friday:	4 p.m. – 9 p.m.
Saturday:	9 a.m. – 10 p.m.
Sunday:	12 noon – 6 p.m.

IRVINE CIVIC CENTER (Irvine City Hall) (ICC)
1 Civic Center Plaza, Irvine 92606

Monday through Thursday:	7:30 a.m. – 5:30 p.m.
Alternate Friday:	8 a.m. – 5 p.m.
Saturday/Sunday:	Closed

SENIOR CENTERS

Regular operating hours are Monday through Friday from 8 a.m. – 6 p.m.

Lakeview Senior Center (LSC)	Rancho Senior Center (RSC)
And Woodbridge Community Park (WCP)	2 Ethel Coplen Way, Irvine 92612
20 Lake Road, Irvine 92604	

2. Prime Reservation Hours for Premium Rooms - The following rooms are in high demand by the community and have been identified as "premium rooms." Reservation requests for ongoing use of premium rooms are limited. Prime reservation hours for these facilities are listed below. Additional information is available in the fee document. Note: Extended-hours rates apply at Senior Centers and all facilities on holidays.

   a. Prime Reservation Hours

Friday;	5 p.m. – 9 p.m.
Saturday;	9 a.m. – 10 p.m.
Sunday:	12 noon – 6 p.m.

   b. Premium Rooms
      (1) Heritage Community Park Multipurpose Room
      (2) Las Lomas Community Park Multipurpose Room
      (3) Turtle Rock Community Park Multipurpose Room
      (4) University Community Park Multipurpose Room #2
      (5) Woodbury Community Park Multipurpose Room
      (6) Lakeview Senior Center Auditorium
      (7) Lakeview Senior Center Café
      (8) Rancho Senior Center Multipurpose Room

3. Use of any indoor or outdoor sound system, including but not limited to live bands, stereos, or disc systems, is prohibited in any facility:

   a. Sunday through Thursday after 10 p.m.

   b. Friday and Saturday after 12 a.m., with the following exceptions:
      (1) Lakeview Senior Center Patio at 10 p.m.
      (2) Sweet Shade Park at 10 p.m.
      (3) University Community Park at 10 p.m.
      (4) Rancho Senior Center at 11 p.m.

4. All City facilities normally available for reservation will be closed on the following actual and City-observed holidays. Requests for reservations on holidays must be submitted at least thirty (30) days in advance and may be granted if time and conditions allow. Holidays include:

New Year's Day	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Independence Day	Christmas Eve
Memorial Day	Christmas Day
Labor Day	

5. If the police or fire department is called out to an event, the applicant may be responsible for all additional charges, including the police and/or fire response.

C. CIVIC CENTER PERMITS

The Civic Center is a government facility. The primary use of these facilities is for City-sponsored functions such as council and commission meetings; work-related City meetings; training and seminars; council-appointed task force and committee meetings; and for such civic events as candidate forums, public hearings (local, county, state and public utility); other government activities; and civic or cultural events of interest to and open to the community. The following procedures protects the integrity of the Civic Center and preserves space for government functions, while allowing citizen access for civic functions.

1. The Irvine Civic Center may be available for a single one-time use during normal operating hours to Category II or Category III facility users in good standing who are unable to locate other City space.
2. The Irvine Civic Center may be reserved at applicable rates during non-operating hours on closed Fridays, Saturdays and Sundays.
3. With the exception of City Council, Commission meetings and Standing Committees appointed by City Council or Commissions, the facility reservation automatic renewal process will not be utilized at the Irvine Civic Center. Exceptions for internal City business uses may be granted by the Director of Community Services.
4. Normal operating hours are from 7:30 a.m. – 5:30 p.m., Monday-Thursday; 8 a.m.-5 p.m., Friday; with every other Friday closed. After-hours building access must be pre-arranged with the Civic Center Facilities Reservations Coordinator.
5. City Category I applicants must provide their own program staff for all reservations. Program staff must be present at the start of the reservation and may be required to remain throughout the reservation with outside attendees during normal and non-operating hours. For reservations on closed Fridays, Saturdays and Sundays, a facility staff member will be assigned to assist with the event. Porter services may be required for events on closed Fridays, Saturdays and Sundays and for other reservations as deemed necessary to maintain the Civic Center to proper order for City business . The applicant (department) will be charged fees to cover the associated costs.
6. The Community Services Department reserves the right to limit the hours of use of the Irvine Civic Center, and to reschedule any use as necessary to accommodate City events or programs, facility maintenance, and unforeseen circumstances or emergencies.
7. The use of tape, staples and/or thumb tacks is not permitted on magnetic dry-marker boards, projection screens, or any surface not specifically designed for such use. Any posting of signs inside or outside the building must be pre-approved by the Civic Center Facilities Reservations Coordinator.
8. Meeting supplies, such as dry markers, paper, flip-chart pads, and presentation materials are the responsibility of the applicant.
9. Alcoholic beverages are prohibited.
10. Custodial services may be required for after-hours, closed-Friday and weekend events.
11. Rooms and areas must be left in their original condition, clean and with lights turned off and doors locked. For events that are for more than one day, items may be left in the room if no other reservations occur in that room between times of use. If other reservations occur in-between use, the room must be cleared of all equipment and supplies. The City assumes no liability for items left unattended.
12. Arrangements may be made to view Civic Center rooms prior to reserving them, by calling the Civic Center Facilities Reservations Coordinator at 949-724-6671:
    a. <u>City Council Chamber</u>: Fixed seating for 178. Food and/or drinks are not allowed in the Council Chamber. The Council Chamber Conference Room, L103 (located directly behind the Council dais) is for City staff use only and is reserved through the City Manager's office.
    b. <u>Conference and Training Center (CTC)</u>: Accommodates seating for 80 classroom or banquet style; 100 theatre style; 40 meeting style; 34 U-shaped style. Food and drinks allowed.
    c. <u>Service Kitchen</u>: The service kitchen must be reserved on the application. Applicants must provide their own supplies (coffee, utensils, etc.). The kitchen has outside access to the secured parking area for catering needs; access must be arranged in advance.
    d. <u>Lobby</u>: Accommodates up to 300 standing. Food and drinks are allowed. A plan for any lobby event must be submitted for approval along with the application. The plan must include: security/crowd control, decorations,

catering, audio-visual needs and publicity samples. Ticketing may be required for crowd control. Fees for the use of the lobby for receptions related to a City Council recognition or proclamation may be reduced; use is approved only after recognition or proclamation request is submitted and approved by the City Clerks office.

Reservations for other Civic Center amenities include access to the Lobby and restrooms.

e. Piazza: Capacity is dependent upon the scale of the event and parking availability. The piazza is available for reservation to ensure space and appropriate accommodations, such as restroom access, are available for your planned activity. With the anticipated attendance of over 50 and/or the inclusion of booths, vendors, a marketing plan, and staging equipment, user must complete the reservations and special events permit processes. For such events, applicants should start the application process no less than 90 days in advance of the requested date. Applicants must submit for approval, along with the application, a plan that includes: security/crowd control, decorations, catering, audio-visual needs, publicity samples and signage. Ticketing may be required for crowd control.

   Drop-in users must comply with all City of Irvine Municipal Codes, ordinances, policies, and procedures related to allowable uses of City facilities.

f. Irvine Civic Center Combo: Combined usage of City Council Chamber, CTC, L102, L104, Kitchen and Lobby; all individual-room requirements apply.

g. Civic Center Lawn: The lawn at the corner of Harvard and Alton is available for rental only in conjunction with a Lobby and an additional Civic Center room reservation. A site plan must be provided.

h. First Floor Conference Room (L102) (room may be divided as L100 and L101): Accommodates 36 if classroom style, 40 if theatre style, 28 if meeting style, 24 if U-shaped style. Food and drinks are allowed.

SECTION III – OUTDOOR FACILITY PERMITS

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this section.
2. Reservations are required for use of all City facilities and for gatherings of 50 or more persons in a community park. Gatherings that exceed 50 persons without a reservation are subject to unreserved hours fees (Section I. L). An amphitheater, gazebo or garden reservation does not include the use of picnic shelters or other park amenities.
3. Reserved use of picnic and large group use areas shall have precedence over any walk-on use of the same area. Walk on users may not post signs in advance, stating tables reserved for private party on specific date and time. Tables, shelters and BBQ's are available on a first come, first served basis only and walk on user must be present to reserve area.
4. Large-group park use is not permitted on consecutive weekend days at the same park without special approval from Community Services. Community parks are not available for large-group reservations on Memorial Day, Independence Day and Labor Day weekends, when small resident group demand is high.
5. Large group uses require Director of Community Services approval (200+ for parks, 350+ for Bommer Canyon Cattle Camp) and applicants must complete the special event permit process through Public Safety. Additional staffing, insurance and security may be required at the applicant's expense. Site plans must be provided detailing attendance, activities, equipment, vendors, parking requirements and other information that could potentially impact the park or the community.
6. Heavy rain on the date of the reservation (as determined by park staff) qualifies an applicant for a refund or selection of an alternate date. Applicants must contact park staff to confirm the determination.
7. Amplified sound systems (with time-of-day restrictions), generators and canopies are permitted in designated areas only and must have the site supervisor's approval. Must be discussed at pre-event site walk-through meeting.
8. Pony rides and mechanical trains are not permitted on City parks. Petting zoos may be permitted with site Supervisor approval, additional fees and an Animal Services Permit. For specific animal permit information, please contact the Irvine Police Department at 949-724-7091. The applicant must also provide an approved safety, supervision, and clean-up plan prior to approval of the reservation. Additional insurance may be required at the applicant's expense and is due at the time of application. Must be discussed at pre-event site walk-through meeting.
9. The backstop on the grassy meadow area at Heritage Park may be reserved (as available) for a maximum of two (2) hours, which must be requested on the application.
10. Bill Barber Park shelters 5 and 6 do not have barbeques (BBQs), and outside grilling and cooking of any kind is not permitted in these shelters due to their close proximity to the tot lot and playground.

11. Applicants or event contacts must be present at all times and may not rope off and leave picnic area shelters unattended. All decorations must be removed after the event or the deposit will be forfeited.

12. Campfires and BBQs are permitted only in fire pits, stoves or BBQs provided by the Community Services Department. Other than as provided above, no persons shall make any campfire or BBQ in any public park.

13. A reservation permit is required for all commercial use of City parks and facilities. Commercial use of City parks or facilities without a permit is prohibited and is in violation of City of Irvine Municipal Code 3-4-114.

14. Portable toilets are required for events with 200 or more attendees at the applicant's expense. Call Facility Reservations at 949-724-6620 for current fees.

B. HOURS OF OPERATION FOR OUTDOOR PERMITS

1. Regular operating hours for outdoor permits are listed below. Reservations for use of any outdoor amenity before or after listed hours, or on holiday closure dates require prior approval. Extended-hour rates or the applicable hourly reservation rate, whichever is higher, will apply.

   Monday through Saturday: 9 a.m. – 8 p.m.
   Sunday: 12 noon – 6 p.m.

   Call 949-724-6620 for details and operating hours for the Bommer Canyon Cattle Camp Cattle Camp.

C. CAPACITIES AND DEPOSITS

1. Guidelines for maximum group sizes have been developed to prevent park over-crowding, promote orderly and safe use of parks, ensure access is available for parking and to respect the rights of park neighbors. Depending on the type of event planned, the location, and the ability of the organizers to meet City requirements, the maximum allowable group size may be increased or decreased at the discretion of the Director of Community Services.

2. Deposit may be increased based on the scope of the activity and special equipment used.

D. INSTALLATION OF TEMPORARY STRUCTURES, DISPLAYS, AND EXHIBITIONS

Public parks are intended for the use and enjoyment of City residents. Uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.

1. Definition
   a. Structure – anything assembled, constructed, or placed on site; or anything that is supported with in-ground stakes, posts or guide lines.

   b. Exhibition/Display – a public showing of objects of interest

2. Persons intending to install a display or structure must complete and submit to the City's Community Services Departments a Facility Reservations Application accompanied by a detailed site map, payment of a damage deposit, and a permit fee. Other facility use fees may be applicable.

3. Applicant must submit evidence of general liability insurance endorsement naming the City of Irvine as an additional insured. (Section I.F)

4. Hours of installation must match reservation time, or 6 a.m. to 10 p.m. (whichever is shorter). Installation may be in designated areas only and the size of the installation may be restricted. In no case may a temporary display or structure be left in place for more than 72 hours.

5. Installation must be attended to and supervised by applicant at all times.

6. Reservations with Special Events Permits lasting more than one day may request permission to leave materials in place overnight. Security and other requirements may be required.

7. The Public Safety Special Events Permit process must be completed for installations or displays at which an attendance of 200 or more persons at any one time is expected; if streets or public rights-of-way are to be used; or if the display will require a safety inspection by any public agency including the Orange County Fire Authority.

E. BOUNCE HOUSE PERMITS

Public parks are intended for the use and enjoyment of City residents. Uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.

1. Bounce houses must be rented from the approved bounce house vendor list on the City's web site.
2. Bounce houses are allowed only at designated parks, in specific areas, with an advanced purchase fee permit (per bounce house) through Facilities Reservations. The current Public Park Facility Inventory lists parks that allow bounce houses.
3. Use of a bounce house at a Community Park requires a reservation of a picnic area.
4. Use of more than one bounce house or use of a bounce with an indoor reservation may be approved on a case-by-case basis and may require an additional reservation of an adjacent outdoor area, e.g., picnic, patio, courtyard, etc.
5. Bounce house users are responsible for providing a generator for inflation of the bounce house and must supervise use. Electrical outlets may not be used.
6. Bounce houses with water elements are not permitted.
7. Bounce house use may not impede other City-permitted activities or enjoyment of the park by others.
8. Personal/private bounce inflatables, dunk tanks and water slides are prohibited.

F. BOMMER CANYON CATTLE CAMP CATTLE CAMP PERMITS

1. Maximum group size is 350 people, unless approved by the Director of Community Services. Picnic seating is available for 250 only. Events with 100 or more persons require additional staffing at the applicant's expense.
2. Hours for overnight campouts are 9 p.m. to 9 a.m. and activities must end by midnight.
3. Requests to use generators, tents, gazebos, public address systems, or any portable structures must be submitted in writing at the time of application, and may require a Special Event Permit.
4. Recreation vehicle camping is prohibited, unless approved by the Community Services Department.
5. The City reserves the right to immediately suspend use of Bommer Canyon Cattle Camp due to inclement weather, or when, in the opinion of the Orange County Fire Authority or its authorized representative, use of Bommer Canyon Cattle Camp would impose a high risk fire hazard to the property or the surrounding areas. Notification shall occur 48 hours in advance, or at the earliest possible time of available communication.
6. Motorized vehicles are allowed only in designated parking areas and may not be parked on any portion of the access road. On-site parking is limited to 200 motor vehicles. The speed limit is 16 mph.
7. Gate and parking control must be maintained throughout the event at the applicant's expense. Trespassing beyond Bommer Canyon Cattle Camp property limits is prohibited.
8. The applicant and/or organization will be held financially and legally responsible for any damages to private property surrounding Bommer Canyon Cattle Camp.
9. The staff office, smaller corral and trail areas are off-limits.
10. Wildlife is to be protected. No wildlife should be fed, approached, harmed or disturbed. No pets are allowed.
11. Music must be turned off by midnight.
12. Smoking is allowed in designated areas only.
13. Glass containers are prohibited.
14. One (1) water faucet/drinking fountain, one (1) portable hand-washing sink, and two (2) portable toilets are located adjacent the picnic area. Showers, soap dispensers, towels and flush toilets are not available. Events with an attendance over 100 will require additional portable toilets in the amount of one (1) additional toilet per 50 persons, at the applicant's expense. Contact Facility Reservations at 949-724-6620 to make arrangements.

G. IRVINE OPEN SPACE PRESERVE AND TRAIL ACCESS PERMITS

1. The Irvine Open Space Preserve is open from 7:00 a.m. to Sunset. Please note that the hours of operation for nearby public parking may differ.
2. Certain trails within the Irvine Open Space Preserve are open daily for self-guided access (e.g. Quail Loop, Quail Trail, Bommer Canyon, etc.); other trails may only be accessed through docent-led activities due to sensitive habitat.
3. Applicants are advised that the Irvine Open Space Preserve is land in its natural condition, and that certain risks, such as wildlife (e.g. rattlesnakes, bees, and coyotes) and slippery or rough trail conditions may exist in the area.
4. Wildlife (both plants and animals) is to be protected. No wildlife should be fed, approached, harmed, or disturbed. Activities likely to degrade, impede, disrupt, or cause irreversible harm to the Irvine Open Space Preserve's protected habitat will not be allowed.
5. No pets are allowed in the Irvine Open Space Preserve. Exception: leashed dogs are allowed on the Quail Loop Trail.
6. No smoking is permitted in the Irvine Open Space Preserve, whether in vehicles or on foot.
7. Applicant is required to do everything possible to prevent fires from occurring. Vehicles equipped with catalytic converter exhaust systems must be kept on paved roads only, and may not be parked near or over tall grass.
8. Access to any area may be restricted by the City during fire hazard events such as those caused by Santa Ana wind conditions. Notification shall occur 48 hours in advance or at the earliest possible time of available communication.
9. Access to any area may be restricted by the City after heavy rains. Notification shall occur 48 hours in advance or at the earliest possible time of available communication.
10. Depending on the type of event planned, the potential impact to the surrounding habitat, and the ability of the applicant to meet City requirements, the maximum allowable group size may be increased or decreased at the discretion of the Director of Community Services.
11. Permits for the Irvine Open Space Preserve are required for the following:
    a. Groups of 50-100 people planning activities such as mountain bike rides or cardio runs on the trails open daily for self-guided activity. Applicant must complete and submit to the Community Services Department:
        i. Irvine Open Space Preserve Access Application
        ii. Deposit and Fees (if applicable, based on Fee Schedule)
    b. Groups of any size conducting commercial activities such as boot camps or professional photography on the trails open daily for self-guided activity. Applicant must complete and submit to the Community Services Department:
        i. Irvine Open Space Preserve Access Application
        ii. Irvine Film Permit (if applicable)
        iii. Deposit and Fees
        iv. Irvine Business License
        v. General Liability Insurance, with endorsement naming City of Irvine as additional insured
    c. Groups of any size planning a special event such as a private interpretive hike or equestrian outing on the trails restricted to docent-only activity. Note: activities that take place within the sensitive habitat areas of the Irvine Open Space Preserve <u>must</u> be docent-led. Permits will be subject to availability of City of Irvine/Irvine Ranch Conservancy staff, and will not supplant planned free public activities such as wilderness access days or classes. Applicant must complete and submit to the Community Services Department:
        i. Irvine Open Space Preserve Access Application
        ii. Deposit and Fees
        iii. Irvine Business License (if applicable)
        iv. General Liability Insurance, with endorsement naming City of Irvine and/or Irvine Ranch Conservancy as additional insured
    d. Groups of any size conducting science, research, or monitoring activities in any area of the Irvine Open Space Preserve. Applicant must complete and submit to the Community Services Department:
        i. Irvine Open Space Preserve Access Application
        ii. Research Application
        iii. Detailed site maps
        iv. Deposit and Fees (if applicable, based on Fee Schedule)
        v. General Liability Insurance, with endorsement naming City of Irvine and/or Irvine Ranch Conservancy as additional insured

SECTION IV – SPORTS FACILITY PERMITS

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this section.
2. Requests for commercial use of a City sports facility will be granted only for businesses or individuals possessing a current City Business License and meeting all other requirements in this policy. Commercial use means the use of any sports field or facility by an individual or for-profit organization conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations, and/or gratuities. Unauthorized use of City property for profit is illegal (Irvine Municipal Code section 3-4-114).
3. Additional Services: Services requested during the application may require additional fees or deposits. These services include, but are not limited to: use of buildings, additional parking, public address system, porter services for restrooms, extra trash removal, and other equipment (tables/chairs/canopies, etc.).
4. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of an Athletics or Aquatics Supervisor. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited. (Irvine Municipal Code section 3-4-120).
5. City parking regulations (pick-up and drop-off, red zone and handicap parking) are strictly enforced at all times in areas near the City sports facilities. Patrons of the aquatics center are required to display City parking permits during select times of the school year. Patrons may request permits at the William Woollett Jr. Aquatics Center.
6. Motorized vehicles may be permitted in designated areas for specified time periods only when prior approval has been obtained from an Athletics or Aquatics Supervisor. This includes, but is not limited to, beverage trucks, mobile food trucks, team vans, and vehicles loading and unloading of supplies. Once loading is complete, vehicle must be returned to the parking lot.
7. City of Irvine reserves the right to restrict parking to RV's, buses or other oversized vehicles during Special Events.
8. Equipment and Storage – requests to bring equipment onsite such as generators, pitching machines, homerun fencing, tents, gazebos, concession equipment, etc., must be approved at the time of application and must meet all requirements as outlined in the City's policies, procedures and Municipal Codes. All equipment must be presentable and in safe working condition at all times. The City reserves the right to request removal of items at any time.
9. Applicants must assist with trash pick-up throughout events and place trash in the proper receptacles. Bags of trash may not be left on sidewalks or outside trash dumpsters.
10. Vendors: Vendors may sell or display merchandise or food during sports events only with prior approval of the City and the host organization of the sports event. Vendors must provide a current City Business license and

obtain an Orange County Health Department TFF permit if required along with paying a Vendor permit fee per event per facility in addition to any fees imposed by the host sports organization.

B. AQUATICS FACILITY PERMITS

1. A completed Aquatics Application and Agreement form must be submitted to the William Woollett Jr. Aquatics Center. All requirements must be complete prior to reservation approval. Files must be current and approved by the Aquatics Supervisor or designee no fewer than fourteen (14) calendar days prior to the event.
2. Special event reservations approved by the City and the Irvine Aquatics Advisory Board supersede all scheduled group workouts. Groups displaced by events will be relocated to different pools as space permits.
3. A confirmed aquatics reservation may be cancelled by the City when an organization is out of compliance with any City policy. A confirmed reservation may be cancelled before or during an event due to unsafe conditions, unsafe actions of participants, mechanical concerns, or other unforeseen circumstances. When appropriate, a mutually-agreeable alternate date or a pro-rated refund may be arranged.
4. Category II applicants requesting use of City aquatics facilities must meet and comply with all requirements of the Aquatics Facility Users Handbook. Only youth programs may qualify and request use of the City aquatics facilities at Category II reservation rates.
5. Pools must be supervised by individuals meeting the certification guidelines (see item 7. below). Certification must be complete with certificates verified and approved by the Aquatics Supervisor or designee.
6. <u>Aquatics Centers – Normal Operating Hours</u>

   For reservations or further details, call 949-724-6717.

William Woollett Jr. Aquatics Center		Northwood High School Aquatics Center	
4601 Walnut Avenue, Irvine CA 92604		4515 Portola Parkway, Irvine, CA 92620	
Mon - Fri	6 a.m. – 8 p.m.	Mon – Fri	6 a.m. – 8 p.m.
Sat/Sun	8 a.m. – 12 noon (School Year)	Sat/Sun	8 a.m. – 12 noon (School Year)
Sat/Sun	8 a.m. – 4 p.m. (Summer)	Sat/Sun	8 a.m. – 4 p.m. (Summer)

7. Lifeguard Service and Requirements
   a. Lifeguard Service is defined as on-deck supervision of water activities by City lifeguards. These services are required for all water activities at the aquatics centers, and fees are charged to the organization utilizing the service (except Category I users).
   b. City lifeguard requirements may be waived when <u>all</u> of the following conditions exist, to ensure adequate supervision of activities:
      (1) Activities are scheduled for Category I, II or III organizations.
      (2) All coaches have completed and provided current proof of all required certificates. Copies of certificates shall remain on file at the William Woollett Jr. Aquatics Center (see item 8. below). Requirements must be completed prior to the beginning of activities.
      (3) The activity or event involves no more than two (2) teams or groups.
8. Certification Guidelines
   a. Category I, II and III Organizations – Pools must be supervised by personnel holding the following current certifications:
      (1) American Red Cross – Safety Training for Swim Coaches
      (2) American Red Cross – Standard First Aid
      (3) American Red Cross – Community CPR (Child and Adult)

(4) A current USA Swimming Coach card or a current USA Water Polo Coach card as applicable.

(5) Alternate certifications may be considered and approved by the Aquatics Supervisor

Original certificates must be submitted to the Aquatics Supervisor before an individual may coach or provide instruction at the aquatics centers. Coaches are responsible for maintaining current certifications.

In lieu of applicant supplied certified personnel, applicant may request lifeguards through the William Woollett Jr. Aquatics Center.

9. Clinics, Camps and Instruction

a. To ensure appropriate use of City facilities, Category I, II and III organizations may conduct special clinics and camps or provide instruction to group members, provided all of the following:

(1) Participants are registered, current and active members of the organization.

(2) Coach/Instructor is a registered coach of the organization, has met all required Certification Guidelines (see item 7 above), and has been authorized by the Aquatics Supervisor or designee through the application process to provide this service at the aquatics centers.

(3) An approved Aquatics Facility Application and Agreement is on file at the aquatics center.

(4) All required fees are paid to the City.

(5) Private instruction is conducted during the organization's allocated pool time.

b. Groups may request and be granted space for a clinic (not private lessons) for participants not currently registered with the organization. Category IV pool rates will be charged and all other policies regarding clinic instruction are applicable.

c. Private instruction, clinics and camps provided for Category I, II and III organizations members will provide compensation to the City equal to 10% (private instruction) or 15% (group camps or clinics) of the gross revenues. Instruction must be conducted during the organization's allocated time.

10. Scope of Responsibility – Category I, II and III

All organizations and coaches are responsible for understanding and adhering to the requirements in the Aquatics Facility Users Handbook. The host organization is responsible for the actions of visiting team participants while within the aquatics center premises. Category I-III organizations are responsible for setting up and cleaning up all events.

11. Pool Covers Policy

This section provides policies, procedures, and a process enabling the City to reduce energy costs at the aquatic centers with the assistance of local aquatics organizations, through use of thermal pool covers. As mandated by the Orange County Health and Safety Department, no pool or lane may be covered until all users are out of the water, and participants may not enter the water until all covers are removed from the pool.

a. Uncovering and Covering Pools

Regular Category I, II and III organizations are required to assist the City in this energy conservation program by removing and/or replacing pool covers. Groups must provide trained personnel to remove and install pool covers at practices and special events. Aquatics centers staff will provide written instructions and training on the use of the covers and reels to each team coach, who may then instruct team members and/or other adults on use of the covers and reels. A trained adult, 18 years or older, must be on deck to supervise the uncovering/covering of the pool(s) at all times.

All other users must pay staff costs for the hours necessary to set up, remove and replace covers and clean up the facility.

b. Liabilities and Disclaimers

Organizations may be held liable for damages to equipment caused by willful or negligent misuse or abuse of the equipment while in their care and use, excluding normal wear and tear. The City shall not be responsible

for damages or injuries to persons or property which may arise from fulfilling these obligations as outlined in this policy and in the Aquatics Facility User Handbook.

Organizations participating in removing and installing pool covers, agree to indemnify, defend and hold the City and the Irvine Unified School District and their officers, employees and agents harmless and free from any liability, property costs, or attorney's fees arising out of or in connection with the pool covers.

c. Non-Compliance Fee

If a violation of the pool cover policy occurs, a fee will be levied equal to one (1) hour of pool rental (non-operating hours) and one hour of staff costs for each pool and each occurrence. A second violation within a six-month period by the same organization will result in the fee above increased by 25% for each additional occurrence. An organization violating this policy three (3) times within a six-month period or refusing to pay non-compliance fees with thirty (30) days, will be denied access to the facilities until a resolution is reached and payment is received in full. Extenuating circumstances may be considered by the Aquatics Supervisor.

12. Aquatics Center Classroom

a. General Regulations

(1) The applicant and the event contact person must meet with the site supervisor at the facility and must be present at the event. The site meeting appointment should be scheduled at least seven (7) calendar days prior to the event. Failure to complete a site meeting could result in cancellation of the event and forfeiture of fees and deposits. The applicant, event contact person, or other individual authorized to reserve the facility are the only persons who may request changes to the reservation.

(2) Tape, nails, staples, etc., are not permitted on the walls, ceilings, windows, or furniture.

(3) Swimmers in wet swimsuits are not permitted in the classroom.

b. Classroom Equipment

(1) Tables and chairs are for indoor use only, in conjunction with the rental of the classroom.

(2) The PA/microphones may only be operated by a person trained by City staff on their proper use.

(3) Some equipment requires fees and deposits. Fees are identified in the deposit and fee section.

13. Aquatics Special Events and Tournaments

a. Applications for swim meets, tournaments, special events, clinics and camps will be reviewed on a case-by-case basis, with consideration given to the impact on other programs and the impact on the Irvine community. Upon approval by the City, event applications will be submitted to the Irvine Aquatics Advisory Board for approval. Category I, II and III organizations must submit applications separate from the allocation process.

b. Events and tournaments drawing tourism to Irvine aquatics centers with out-of-town athletes, teams, officials, spectators, and staff, must meet the requirements below to qualify for Category II-V rates. Tournament and event organizers who do not meet these requirements will be invoiced at Category VI rates.

(1) Organization must contact and work with the Irvine Chamber Visitors Bureau 949-660-9112 x127 to secure room reservation contracts with Irvine hotels. Organization must provide documentation of signed hotel contracts to the City.

(2) Tournament organizers directing teams to lodging and accommodations must direct patrons to Irvine accommodations and provide documentation to City staff demonstrating these efforts.

C. ATHLETIC FIELD PERMITS

1. Once field allocations are complete for Category I, II and III organizations, fields will be available for general reservation. Requests for reservation of sports fields are taken beginning at 8 a.m. on July 1 each year. Requests can be made through the athletics office at 949-724-6830. These requests will be compiled as received, into an Annual Interest List. Reservations will be processed on a first-come, first-served basis. Priority will be given to those applicants appearing first on the Annual Interest List for fields available on the day and hour of choice. The City reserves the right to determine which days, times, fields and field sizes will be reserved based

on other scheduled use, wear and maintenance issues. The City does not grandfather or give priority to returning reservations.

2. Applicants requesting use of City sports fields as a Category II organization must meet and comply with all requirements of the Allocation Procedure for Sports Facilities. Only youth programs may qualify and request use of the City sports fields at Category II reservation rates.

3. Applicant must complete an Athletic Field Application and Agreement. The application and payment must be received at least fourteen (14) days in advance of the first requested date. Requests received fewer than fourteen (14) days in advance may be granted if time and conditions allow.

4. Reservation fees will be refunded for cancellations made by the applicant at least five (5) working days prior to scheduled use. Refunds will not be granted for or requests made fewer than five (5) days in advance. When the City cancels a reservation due to weather or unsafe field conditions, the applicant may select an alternate reservation date (as available) or receive a refund of the reservation fees.

5. Athletic Park Operating Hours: City sports parks are available for reservation during the times listed below. Fields not reserved and available may be used by the public for walk-on private party activities during daylight hours. Walk-on use is not permitted after dusk. Sports field lighting will only be turned on for reserved and scheduled use. Sports fields are available for the sole use of the applicant and may not be shared with others without approval by the City. Organized use of City sports parks (including games with referees, activities offered by for-profit and nonprofit organizations) is prohibited without an approved City application. While reservations may be approved for field use at 7 a.m., no game may begin prior to 8 a.m. Reservations before or after the hours listed below will be invoiced according to the extended hours rate or the field reservation rate, whichever is higher.

Lighted Sports Fields	4 p.m. – 10 p.m. (Monday – Friday) 7 a.m. – 10 p.m. (Saturday and Sunday)
Unlighted Sports Fields	4 p.m. – Dusk (Monday – Friday) 7 a.m. – Dusk (Saturday and Sunday)

The Sports Field Light Curfew is 11:00 p.m. The Community Services Department will carefully consider requests for lighted use of sports fields beyond 10:00 p.m. and the impact to adjacent homes. Reservations typically will conclude by 10:00 p.m. Under no circumstances will reservations or use extend beyond 11:00pm

a. Holidays: City sports fields are closed on recognized City holidays. As conditions permit, an applicant may complete an application and reserve fields on City holidays at the extended hour rate per hour per field or the regular hourly reservation rate, whichever is higher. Veterans Day and the Martin Luther King Day holiday are exceptions and available at regular reservation rates.

6. Concession Stands

a. The Community Services Department has first priority and reserves the right to operate the concessions for all tournaments and events, retaining all proceeds with no compensation to the applicant or other event vendors.

b. Applicants requesting use of a concession stand must complete an Athletic Field Application and Agreement, and a Concession Stand Request Form. Applicant must complete paperwork and pay required fees at least fourteen (14) calendar days prior to the tournament or event. Immediately following the event, applicant must complete a Condition of Facility report with City staff and return the keys. Failure to complete the clean-up, the report, or return the keys will cause a forfeit of the cleaning deposit.

c. Rules and regulations for concession stands will be discussed during the application process. The concession stand operating guidelines must be reviewed and signed prior to use.

d. Stadium Concession Stands (Deanna Manning Stadium & Ryan Lemmon Stadium):

(1) Only available for events using stadium, except by permission of the Athletics Supervisor.

(2) Seasonal rental/use is not permitted except under special circumstances, including youth nonprofit organizations.

(3) Concession stand keys must be returned and the concession stand must be cleaned and inspected by Athletic Services staff prior to refund of deposit.

e. Concession Stand Use – Available for seasonal use, however, facilities must be vacated for tournament rentals. Dates will be identified during the allocation process.

7. DEANNA MANNING STADIUM – Announcer's Booth, Press Box, Ticket Booth

   Permits for use of these amenities must be requested during the application process. PA system and scorekeeping equipment is available and must be reserved in advance. Applicant must be trained on equipment use by on-site staff prior to the event. Any admissions and ticket sales must be completed at the Ticket Booth. Applicant is financially responsible for all damage to equipment.

8. DEANNA MANNING STADIUM – Portable Outfield Fencing

   A portable outfield fence is available for use in the stadium field. The outfield fence is available for a fee and requests must be received during the application process. Participants may set-up and take down fence under staff supervision to avoid the set-up fee.

9. Batting cages are reserved and allocated as available to Category I and II youth organizations only. Special rules and regulations apply. Additional information is available by contacting the Athletics Supervisor at 949-724-6661.

10. City adult softball field ground rules must be incorporated into field reservations or tournament ground rules for all adult play reservations. Copies of ground rules are available from the Community Services Department.

11. Windrow Park – Fields 1 and 2 are designated for 90' baseball play. Permits will be approved for activities of participants 18 years of age and younger only.

12. Mark Dailey Athletic Field – Field 1 is designated for 90' baseball play. Permits will be approved for activities of participants 15 years of age and younger only.

D. SPORTS TOURNAMENT, CLINIC AND CAMP PERMITS

1. Organized games and tournament use of City sports parks (for profit and nonprofit) is not permitted without an approved City application. This includes ALL games utilizing officials and referees.

2. To constitute a tournament, a minimum reservation of two (2) fields for four (4) hours each day is required.

3. Priority for tournament reservations is granted to City programs, Irvine Unified School District programs as described in Joint Use Agreements, and Category II youth sports organizations. Events are considered on a first-come, first-served basis according to timelines in section 9 below.

   a. <u>Category II Youth Sports Tournaments</u>

      Local youth sports organizations (as defined in the Allocation Procedure for Sports Facilities) may host a maximum of two (2) tournaments per calendar year. Category II tournament rates apply only to brackets or flights involving at least one (1) Irvine-based team. All brackets or flights not involving an Irvine-based team will be invoiced at Category IV tournament rates.

   b. <u>Category II Youth Sports Clinics and Camps</u>

      Local youth sports organizations (as defined in the Allocation Procedure for Sports Facilities) may host one (1) clinic or camp per calendar year at Category II rates. To qualify for Category II rates, the camp or clinic must be available only to current participants. All additional camps and clinics offered by Category II organizations will be invoiced 10% of the registration fees collected or the Youth Sports Clinics and Camps Fee, whichever is greater. (Examples: additional practices, tryouts, pitching/catching or goalkeeper training).

      Clinics and camps may not exceed fifty (50) participants per field. Exceptions may be granted, upon written approval of the Athletics Supervisor. Category II organization requests for camps or clinics will be considered and approved during the following seasons: Fall (Aug-Nov), Winter (Dec-Feb), Spring (Mar-May) and

Summer (June-July). Camp or clinic requests must be submitted in advance and organizations are required to document and verify residency for participants.

4. Tournament applicants must complete a Community Services Department Athletic Field Application and Agreement, which must be received at least thirty (30) calendar days in advance of the requested reservation date. Requests received fewer than thirty (30) calendar days in advance will be granted as conditions allow.

5. Applications must be accompanied by a per-field non-refundable field deposit, which is applied to the balance due. A tournament schedule and payment in full will be due fourteen (14) calendar days prior to the actual use dates. Priority will be forfeited and fields will be reallocated if deposits and fees are not paid on time.

6. Applicants cancelling tournaments more than fourteen (14) days in advance will receive a refund totaling 50% of all paid fees and 100% of all refundable deposits paid. Applicants will not receive refunds of any prepaid fees or deposits of any kind for tournaments cancelled fewer than fourteen (14) days in advance.

7. Tournament and camp requests may involve costs associated with additional services for trash pick-up and porter service as required by the City. Details and fees associated for porter service are available upon request.

8. Availability of sports field for tournaments will be determined following the field allocation process. For the purposes of this section, the Fall/Winter tournament period will begin on Labor Day and continue until Presidents Day. The Spring/Summer tournament period will begin the day after Presidents Day, and end the day before Labor Day.

9. Priority will be given to applications as received, beginning January 2 for the Spring/Summer period, and May 1 for the Fall/Winter period. Requests from Category I and II users will have priority.

   a. Tournament applications from Category I & II organizations requesting a returning tournament for the same time period will receive first priority. This priority may be relinquished to organizations not meeting all requirements described in 9C below. Priority for returning tournaments of Category I & II organizations in good standing will only be relinquished upon the written request of the sponsoring organization. This process does not guarantee fields for a requested tournament; it only grants an organization first priority for consideration.

   b. Applications will be approved as fields are available and as tournaments provide a positive impact on the community. The Community Services Superintendent may approve applications in advance of above timeframes for destination sports tournaments drawing tourism to the Irvine community.

   c. Sports tournaments drawing tourism to Irvine with out-of-town teams, officials, spectators and staff must meet the requirements below to qualify for tournament rates within this policy.

      (1) Organizations must contact and work with the Irvine Chamber Visitors Bureau 949-660-9112 x127 to secure room reservation contracts with Irvine hotels. Organizations must provide documentation of signed hotel contracts to the City.

      (2) Tournament organizers directing teams to lodging and accommodations must direct patrons to Irvine accommodations and provide documentation to City staff demonstrating these efforts.

      Tournament organizers not meeting these requirements will be invoiced according to Category VI rates as described in the fee document for the Athletic Field Hourly Rental Rate.

10. Use of the Sports Fields

    a. Softball Tournaments – Some fields suitable for softball play include baseball mounds. At the discretion of the Community Services and Public Works Departments, these mounds may be removed and rebuilt following the tournament upon request and expense of the applicant.

    b. Bases and goal posts will be provided, however, soccer nets are not guaranteed. Soccer field sizes are determined by the Community Services Department. Additional fees may be incurred if a group requests a different size.

    c. Field maintenance will be provided by the Community Services Department; this includes watering, dragging and lining the fields. Maintenance is mandatory and will be provided:

       (1) Prior to the first game of each scheduled day on each scheduled field; and

(2) After the second or third game if more than four (4) games are scheduled on any field. One half-hour per field must be scheduled as non-playing time after the second or third game. Staggering of game times on each field is suggested for field maintenance throughout the day. Schedules, activities, and applicant requests will not alter required field maintenance work.

d. Games may not begin prior to 8 a.m. and must end as approved on the City application. The mandatory lights-out curfew is 11 p.m. at all lighted sports parks. No game or activity may continue beyond 10 p.m. without prior approval of the Athletics Supervisor.

e. TOURNAMENT OPERATING HOURS: Sports parks are available for tournament reservations during normal operating hours as listed below, and will be staffed consistent with the scheduled reservations needs at each site. While reservations may be approved for use at 7 a.m., no games may begin prior to 8 a.m.

(1) Lighted Sports Fields 7 a.m. – 10 p.m.*

(2) Unlighted Sports Fields 7 a.m. – Dusk

*Please note: Activities extending beyond 10 p.m. are invoiced at extended hour rates or the regular reservation rate, whichever is higher. When the City cancels a field or reservation due to weather or unsafe conditions, the applicant may select an alternate reservation date (as available) or receive a refund of the reservation fees.

f. HOLIDAYS: Sports fields are closed on City recognized holidays, except Veterans Day and Martin Luther King Day which are available at regular rates. Category II-VI may complete an application and reserve fields for tournaments on City holidays. Upon approval, tournament field reservations on City holidays will be invoiced at the tournament holiday rate or the regular reservation rate, whichever is higher.

11. Tournament Concession Stands

a. The Community Services Department has first priority and reserves the right to operate concession stands for all tournaments and events, retaining all proceeds, with no compensation to other applicants/vendors.

b. Applicants requesting use of a concession stand must complete an Athletic Field Application and Agreement, and a Concession Stand Request Form. Approved use of a concession stand will be subject to all conditions as outlined in C.6.

E. COURT PERMITS (Basketball, Racquetball and Tennis)

1. The City's court reservation policy provides courts for drop-in public play and balances access in offerings for all ages and skill levels.

2. Applicant must complete a Public Facility Application and Agreement. The application and payment must be received at least fourteen (14) days in advance of the first requested date. Requests received fewer than fourteen (14) working days in advance may be granted if time and conditions allow.

3. Reservation cancellation charges are processed in accordance with the following:

a. Cancellation of reservation made seven (7) to fourteen (14) days prior to the original reservation date forfeit 50% of deposits paid.

b. Cancellations made fewer than seven (7) days prior to the original reservation forfeit all fees paid, including insurance (excluding deposits).

c. Cancellations made by Category II or III users, fewer than seven (7) days prior to the original reservation date forfeit 50% of paid deposits.

4. When the City cancels a reservation due to weather or unsafe conditions, the applicant may select an alternate reservation date (as available) or receive a refund of the reservation fees.

5. Courts must be reserved for tournament play. The number of days, sites, and number of courts available will be determined at the sole discretion of the City of Irvine. Tournaments will be limited to one (1) per month, and each organization is limited to one (1) tournament annually.

6. Courts must be reserved for all activities associated with league play. The number of days, sites and number of courts available will be determined at the sole discretion of the City of Irvine.

7. The applicant's program must not conflict with City or school district programs.
8. The City limits the number of courts available for reservation at each site. Locations and courts will be finalized during the application process.
9. Applicants shall have an approved application in their possession on the courts during the reservation.
10. Courts are available for use between 7 a.m. and 10 p.m., unless specified otherwise.
11. Basketball Court Permits
    a. Basketball courts are available for reservation for programs offered and/or sponsored by the City.
    b. Basketball courts are available for reservation on a limited basis for local youth nonprofit basketball organizations only.
    c. Basketball courts are primarily available for basketball activities. Courts may be used for other activities, but must be yielded within ten (1) minutes upon request from patrons interest in using the courts for basketball activities.
    d. Basketball courts are covered/painted with a special surfacing which can be damaged by other activities. Access may be denied for activities defacing or causing damage to the courts. Pets, alcohol, food, sunflower seeds, gum, spitting, bicycles, skateboards, skates, rollerblades, hockey, soccer, etc., are not permitted on the courts at any time.
    e. City staff reserves the right to deny use of the courts for activities deemed hazardous to participants or other park patrons.
12. Racquetball Court Permits
    a. Racquetball courts are available for reservation on a limited basis at the following parks: Deerfield, Heritage, Woodbridge and University.
    b. Racquetball courts are primarily for racquetball, handball and paddleball use (primary activities). Courts may be used for other activities, but must be yielded within ten (10) minutes upon request from patrons interested in using the courts for primary activities.
    c. City staff reserves the right to deny use of the courts for activities deemed hazardous to participants or other park patrons. Access may also be denied for activities defacing or causing damage to the courts.
    d. For your safety, eye guards and racquet wrist straps are strongly recommended. Racquet wrist straps should be properly secured around the wrist while playing.
    e. Metal racquets must be equipped with racquet guards and players should refrain from striking the wall and floor surfaces of the courts.
13. Tennis Court Permits
    a. Tennis courts are available for reservation at the following parks: Bill Barber, Deerfield, Heritage, Knollcrest, Las Lomas, Lower Peter's Canyon, Turtle Rock, University and Homestead.
    b. Tennis courts are for tennis only. Tennis shoes with non-marking soles are required. Pets, alcohol, food, sunflower seeds, gum, spitting, picnics, bicycles, skateboards, skates, rollerblades, hockey, soccer, etc., are not permitted on the courts at any time.
14. Drop-In Public Use
    a. A limited number of courts are available for use by the general public on a first-come, first-served basis, without reservation.
    b. Special uses/programs have priority over drop-in use. General policies and procedures are posted at each court. City Park Ambassadors and park staff will enforce the rules.
    c. Drop-in patrons and groups may not monopolize court play and deny access to other patrons waiting to play. When others are waiting, all players and group members must vacate the court when time limits expire. If no one is waiting, players may continue to play until others arrive.

d. Courts available for drop-in use will vary by site. Sites with three (3) or fewer courts include one (1) drop-in court; sites with four (4) to eight (8) courts include two (2) drop-in courts; sites with twelve (12) or more courts include four (4) drop-in courts.

15. School District Use – Irvine Unified and Tustin Unified

    a. Court reservations are available to Irvine Unified and Tustin Unified School Districts upon application and in accordance with the provisions as listed in Joint Use Agreements.

16. Commercial Use/Private Lessons

    a. Requests for commercial use of courts will be granted only for businesses and individuals possessing a current City Business License and meeting all other policy requirements. Commercial use is defined as the use of any tennis, racquetball, or basketball court by an individual or organization conducting tennis clinics/camps, lessons, private training, tournaments, assemblies, meetings, etc., in return for compensation, including, but not limited to fees, donations, and/or gratuities.

    b. All fees are due and payable at the time of application.

    c. Courts are not available for commercial use during "prime" public play times, 4 p.m. to 8 p.m., Monday through Friday, and 6 a.m. to noon on Saturdays, Sundays and holidays.

    d. Courts are not available for commercial purposes concurrent with any City, IUSD or TUSD-operated program, and must not conflict with other programs nor impede or eliminate drop-in public usage.

    e. To obtain a reservation for commercial use of a court, submit a completed Facility Application and Agreement Form, proof of liability insurance and a copy of a current City Business License. The Business License and the approved reservation form must be in the possession of the applicant while on the courts.

    f. All unauthorized commercial use of City courts violates City Municipal Code 3-4-114 and is illegal. All commercial activities on City tennis and racquetball courts require written approval and a permit from the Community Services Department.

SECTION V – COMMERCIAL FILMING AND PHOTOGRAPHY

The City of Irvine welcomes commercial photographers to capture the beauty of our parks and facilities. Commercial filming and photography are subject to the requirements below and all requirements of the Community Development Department for obtaining a Film Permit. Additional information and questions regarding obtaining Film Permits may be directed to the Planning and Zoning Counter at (949) 724-6308.

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy are applicable unless specified otherwise in this section.
2. Applicants must submit a City Film Permit obtainable from the Community Development Department. In addition, applicants must also submit a Facility Reservation Application for filming on City property. All fees are due at the time of application.
3. A professional photographer hired by an applicant to film during a reservation for a private party (e.g. wedding, family reunion, etc.) is not required to obtain a film permit. The photographer is required to have a City of Irvine business license and provide proof of insurance (see below).
4. Liability insurance and site walk-through are required thirty (30) calendar days prior to the date of the event or within two (2) days of approval of application, whichever is earlier. Security may be required (Section I. H).
5. A detailed description of the activity, type of filming, still or video and a copy of the script are required prior to approval of the application. The City may request that screen credit be given.
6. The filming/photography location must be returned to its original condition immediately after conclusion of the filming. All reasonable safety precautions must be observed.
7. The full deposit may be forfeited if any reservation condition or reservation policy is not followed. Failure to comply with reservation requirements or related conditions, or falsification of information, is a violation of City Ordinance #113 and subject to penalty there under.
8. Cancellation of the filming/photography event could occur at the discretion of the Community Services Department if the schedules and restrictions specified in the approved Filming Permit are violated. Specific regulations, policies, and procedures apply to different facilities. Copies of these documents and additional information are available by contacting 949-724-6620.

APPROVALS:

Community Services Commission Date: 8/17/11

Finance Commission Date: 8/15/11

City Council Date: 8/23/11