



BUILDING PATRON INFORMATION SHEET

Dear Patron:

This information sheet is designed to outline your responsibilities as a patron of the City of Irvine and to assist the staff in accommodating your needs.

GROUP	DATE & DAY	TIME	AREA

EVENT INFORMATION

- Person responsible for signing the Condition of Facility Report: _____
Same person who signed the original application? YES NO
- Event time frame stated on the application: _____ Is the time correct? YES NO
Event Start Time: _____ End Time: _____ Is sufficient time allotted for set up & clean up? YES NO
- Will assistance be provided by an additional agency? (i.e. catering, entertainment, etc.) YES NO
List contacts: _____
- What time will the agency(ies) arrive? _____
NOTE: Any additional agency(ies) may not arrive or stay later than the time listed on the original application. If needed, adjust event time accordingly with Facility Reservations.
- Person responsible for clean up: _____
Were the clean up responsibilities discussed? YES NO
- List decoration plans: _____
Were the decoration policies discussed? YES NO
- List any additional equipment needs that will be brought for the reservation:

- Is an additional site set up diagram needed? YES NO
- List any additional requirements or special provisions:

Facility Information Sheet given: YES NO DATE _____ STAFF INITIALS _____

Above information discussed: YES NO DATE _____ STAFF INITIALS _____

I have read and discussed the above information with _____ and fully understand my responsibilities as a patron of the City of Irvine facilities.

SIGNATURE OF PATRON DATE

SIGNATURE OF PERSON RESPONSIBLE FOR CLEAN UP, IF NOT PATRON DATE