

**COMMUNITY SERVICES****POLICY/PROCEDURE****PUBLIC FACILITIES RESERVATION  
AND FEE POLICIES**

SECTION: I  
 PAGE: 1 of 43  
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 APPROVED:

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 8:00 a.m. to 5:00 p.m. The office is closed every other Friday, holidays, and the City's winter holiday closure period. All indoor facility rentals include tables and chairs; additional equipment may be available for rent. Further information is available at (949) 724-6620 during regular operating hours.

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## GENERAL POLICIES – SECTION I

### A. FACILITY HOURS OF OPERATION

#### AQUATIC CENTERS –

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

William Woollett Jr. Aquatics Center  
4601 Walnut Avenue, Irvine CA 92604

Mon. – Fri. 6:00 am – 8:00 pm  
Sat. 8:00 am - 4:00 pm  
Sun. 8:00 am - 4:00 pm

Northwood High School Aquatics Center  
4515 Portola Parkway, Irvine CA 92620

Mon. – Fri. 4:30 pm – 8:00 pm (School Year)  
Mon. – Fri. 10:00 am – 8:00 pm (Summer)  
Sat. 10:00 am – 4:00 pm  
Sun. 8:00 am – 4:00 pm

#### BOMMER CANYON (BC) -

11 Bommer Canyon Road, Irvine 92603  
Call for operating hours

#### COMMUNITY CENTERS -

Eight Community Centers are open for public reservation during the following hours:

Mon. – Fri. 9:00 am - 9:00 pm    Sat. 9:00 am - 10:00 pm    Sun. 12:00 pm - 6:00 pm

Bill Barber Park (BBP)  
(Colonel Bill Barber Marine Corps Memorial Park)  
4 Civic Center Plaza, Irvine 92606

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

Deerfield Community Park (DCP)  
55 Deerwood West, Irvine 92606

Turtle Rock Community Park (TRCP)  
1 Sunnyhill Drive, Irvine 92612

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

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

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

Woodbury Community Park (WBPC)  
130 Sanctuary, Irvine, 92620

#### HARVARD COMMUNITY ATHLETIC PARK (HCAP)

14701 Harvard Avenue, Irvine 92620  
Mon. - Fri. 4:00 pm -9:00 pm  
Sat. 9:00 am-10:00 pm  
Sun. 12:00 pm-8:00 pm

#### IRVINE CIVIC CENTER (ICC)

1 Civic Center Plaza, Irvine 92606  
Mon. – Fri. 7:30am - 5:30pm  
Alt. Fri. 8:00am - 5:00pm  
Sat., Sun. Closed

#### SENIOR CENTERS -

The Senior Centers are open for public reservations Mon.-Fri. from 8:00 am - 6:00 pm.

Lakeview Senior Center (LSC)  
and Woodbridge Community Park (WCP)  
20 Lake Road, Irvine 92604

Rancho Senior Center (RSC)  
2 Ethel Coplen Way, Irvine 92612

Reservations for use of any facility before or after listed hours require prior approval and extended-hours fee rates will apply. All hours before or after normal operating hours will be billed at \$45 per hour or the applicable hourly room rate, whichever is higher.

1. In all facilities, the use of any indoor or outdoor sound system, including but not limited to live bands, stereos, or disc system, will not be permitted:
  - Sunday through Thursday past 10:00 pm
  - Friday and Saturday past 12:00 am, with the following exceptions:
    - ~ University Community Park 10:00 pm
    - ~ Rancho Senior Center 11:00 pm
    - ~ Lakeview Senior Center Patio 10:00 pm
  
2. All City Facilities normally available for reservation will be closed on the following actual and observed holidays:
 

New Years Day	Martin Luther King Jr. Day
Lincoln's Birthday	Washington's Birthday
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day
  
3. Requests for use of public facilities that are not specifically addressed in the present policy may be approved at the discretion of the Director of Community Services.

## **B. BUILDING RULES**

1. All reservations are subject to a two-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 an additional staff person and/or security (item K2), at the applicant's expense.
  
3. Smoking is prohibited at all City of Irvine facilities, except in designated smoking areas.
  
4. All vendors providing a service (including bounce houses) in relationship to any event being held in Irvine (including those held on City property) must be licensed to conduct their business activity prior to the event.
  - a. Vendors must obtain a business license valid for 12 months, at a cost of \$50 per year.
  - b. Businesses located in the city of Irvine are generally already licensed, however, if the business is not currently licensed, or the license has expired, assistance is available at (949) 724-6310.
  - c. Licensed Irvine businesses and licensed out-of-city businesses do not need to purchase an additional business license for facility reservation purposes.
  - d. The business license number or a copy of a current license must be presented to staff in advance.
  - e. Depending upon the size and scope of the event, direction will be provided through the Community Services or Public Safety departments.
  
5. No 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 damages to the facility.
  
6. Rice, confetti, or birdseed-throwing is not allowed. Fog machines are permitted on cement or ground areas only.
  
7. 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.
  
8. Cooking is allowed in the Lakeview Senior Center and requires a City of Irvine licensed caterer who has been 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.
  
9. Refrigerator space may be limited due to active, on-going City programs. On-site Community Services staff must be contacted regarding space availability prior to use of the refrigerator.
  
10. Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, and must receive prior approval from the site supervisor.

11. 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.
12. For safety reasons, it is important to observe the maximum capacity of rooms 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.
13. Reasonable accommodation will be provided for any user requiring it under the Americans with Disabilities Act.
14. 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.
15. 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.
16. 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.
17. Any damages to or defacement of City facilities and/or amenities will be billed to the applicant, at rates that cover repair costs, as determined by Facility Reservations.

### **C. NEW 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.
2. Applications and all required documentation must be submitted at least 30 calendar days prior to the requested reservation date. Category II and III applicants (Section F) that have a current and active file with the City and those planning alcohol-free family picnics with fewer than 75 persons may submit applications 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.
3. Groups applying under a Joint Use Agreement must submit an application as well as a letter on agency letterhead stating the agency's sponsorship of the event and also naming the event contact. Both the application and the letter must be signed by an authorized contractual signatory of the agency.
4. Incomplete applications (including those missing the required backup materials) will not be accepted, and the applicant is responsible for meeting the 30-day deadline.
5. An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities.
6. The reservation times requested in the application must include the entire time needed to prepare food, decorate the site, or set up before the event, and to completely clean up after the event.
7. The applicant and the event contact person must attend a meeting at the reserved site at least 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.
8. The applicant and/or event contact person must be present at the event and stay for the entire time. These are also the only persons who may request changes to the reservation.
9. The City of Irvine 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.
10. All fees must be paid at the time of application submittal.

11. Rental fees for ongoing reservations are due on the first day of the previous month. The applicant must maintain a Visa or MasterCard on file. In the event that an alternative form of payment has not been received by Facility Reservations by the first day of the previous month, the applicant's credit card will be charged.
12. Future reservation dates scheduled by persons or organizations with outstanding balances may be cancelled until payment is received, and the City reserves the right to reject any future applications.
13. Payments must be mailed to: Facility Reservations, City of Irvine, P.O. BOX 19575, Irvine, CA 92623-9575.
14. 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.
15. Additional criteria apply to Category II applications. See Section F.

#### **D. RENEWAL**

The City may automatically renew dates for regular ongoing Category I, II, and III users 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 non-profit files. Applicants must provide a timely response to a yearly mailing of scheduled dates for the upcoming reservation year; evaluation of renewal requests will be completed annually. All new requests are handled on a first-come, first-served availability basis.

#### **E. CANCELLATION AND CHANGES**

1. Written notification of a change or cancellation of an application or reservation is required and must be mailed to the Irvine Civic Center, e-mailed to [facilityresstaff@cityofirvine.org](mailto:facilityresstaff@cityofirvine.org), or faxed to Facility Reservations at (949) 724-6608. Any cancellations or changes submitted in any form to any City of Irvine Community Center will not be honored.
2. Cancellations made more than 30 days prior to the event will result in a refund of applicant's deposits and fees, less a 5% processing fee. Cancellations or changes of facility, date, or room made fewer than 30 days before the event will result in the loss of all deposits paid. Any cancellation or change of facility, date or room made fewer than 14 days before the event will result in the loss of all fees paid, including the deposit.
3. For Category II and III users, if a cancellation or change of facility, date or room is made fewer than 14 days before the event, 50% of the deposit will be forfeited.
4. One adjustment per application will be processed at no charge. Additional changes or revisions to an application will be assessed a \$30 processing fee per change. These changes include but are not limited to any adjustments to time, number of attendees, etc.
5. For ongoing reservations, if more than five (5) cancellations are made in a reservation year a \$30 non-refundable processing fee may be charged for each additional cancellation or new reservation made during the balance of the reservation year.
6. 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 groups will be billed at \$45 per hour or the applicable room rate, whichever is higher. Groups will be billed per room used.
7. Refunds or credits are not available for early departure from a scheduled reservation or for unused time.
8. Applicant's and/or participants' 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 will result in the loss of all deposits and fees paid.

## F. RATE CATEGORIES

The following categories are utilized only for the purpose of determining fees and charges. Category status is determined when the reservation application is approved.

Category I: City of Irvine sponsored and co-sponsored events, and agencies with a joint use agreement with the City of Irvine.

Examples: City of Irvine and Community Services Department events  
Irvine Unified School District

Generally, applicants do not pay rental fees unless the particular use imposes additional expenses to the City, however, extended-hours use and other fees may apply.

Category II: Irvine-based not-for-profit, civic, social and religious organizations with at least 57% Irvine resident members (proof of residency required); Irvine-based not-for-profit college organizations and committees; organizations sponsoring a public forum or candidate's night and governmental agencies serving Irvine residents.

Examples: Youth Sports Organization      Boy/Girl Scouts      County Registrar of Voters  
Homeowners Association      Irvine Valley College-authorized club

Organizations must submit the following items annually to the Facility Reservations department to maintain Category II status. The City of Irvine reserves the right to require additional information.

- A copy of the organization's State of California not-for-profit incorporation papers or tax-exempt IRS 501(c) letter or a constitution or bylaws which clearly state that the objectives of the organization are of a non-profit, non-commercial, and non-discriminatory nature
- A roster of current and active membership, including complete addresses with zip codes
- A list of officers, including names, titles, addresses and telephone numbers
- The name of one (1) authorized applicant for the organization (must be an Irvine resident); a maximum of (5) additional members may be listed as event contacts
- A current copy of the organization's insurance certificate with an endorsement listing the City of Irvine as additionally insured
- A current City of Irvine business license

Category II organizations with reservations for larger rooms may be relocated to smaller rooms at the same location, at staff's discretion, should anticipated participation indicate that a smaller room will appropriately accommodate the group's needs.

Category III: Irvine-based public college and university (any and all class activities, events and programs; credit or non-credit), and Irvine-based not-for-profit organizations with at least 51% Irvine resident members (proof of residency required).

Example: Irvine Valley College class activities

Organizations must submit the following items annually to the Facility Reservations department to maintain Category III status. The City of Irvine reserves the right to require additional information.

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

Non-profit organizations 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, political candidate or political party use, fundraisers, work parties and social events (proof of residency is required)

Examples: Resident wedding reception  
Irvine City Council candidate fundraiser

Category V: Irvine-based business and profit-making organizations; non-resident not-for-profit, civic, social and religious organizations; non-resident schools, their organizations and committees; non-resident private party activity (Not-for profits must adhere to Category II requirements, other than residency.)

Examples: Hyatt Regency of Irvine  
Make-A-Wish Foundation

Category VI: Non-resident business and profit-making organization or company; non-resident political candidate or political party use (i.e. fundraisers, work parties, social events)

## **G. 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 satisfactory condition.
2. Ongoing users may keep a standing deposit on account with the City rather than receive refunds after each event.
3. Any person or group causing property or equipment damage, including damage to or defacement of park amenities such as grass and foliage, will be required to pay for repair or replacement in an amount established by the City.
4. The City reserves the right to bill the applicant for damages incurred above the deposit amount.

## H. CAPACITIES AND RENTAL FEES

\*Rates are per hour unless otherwise specified

		Banquet	Banquet w/ Dance Area	Theatre	Dance	Deposit	I	II	III	IV	V	VI
Bill Barber Park	Portable Class Room	40	--	60		\$ 150	N/C	N/C	\$ 21	\$ 56	\$ 73	\$ 91
Deerfield	Multi-Purpose Room	100	--	170	200	200	N/C	N/C	30	83	113	141
Deerfield	Craftsroom	20	--	30	40	150	N/C	N/C	21	56	73	91
Harvard	Multi-Purpose Room	72	--	80	144	150	N/C	N/C	26	72	93	114
Heritage	Multi-Purpose Room	175	150	175	250	200	N/C	N/C	35	102	135	168
Heritage	Lounge	35	--	50	0	150	N/C	N/C	25	63	82	106
Heritage	Craftsroom	20	--	30	50	150	N/C	N/C	25	63	82	106
Heritage	Band Room	--	--	15	--	50	N/C	10	20	30	40	50
Irvine Civic Center	City Council Chambers			180		400	43	51	66	88	113	145
Irvine Civic Center	Conference Training Center	80	80	100		200	43	51	66	88	113	145
Irvine Civic Center	L-102*	28	36	40		150	36	45	60	77	99	129
Irvine Civic Center	Kitchen					50	3	6	9	12	17	20
Irvine Civic Center	L-104		10			100	30	38	48	62	79	102
Irvine Civic Center	Lobby				300	150	43	44	60	77	99	129
Irvine Civic Center	Combo					900	155	191	250	324	421	545
Irvine Civic Center	Piazza Less than 250					400	43	53	74	99	131	167
Irvine Civic Center	Piazza more than 250					800	51	64	90	118	161	200
Lakeview	Game Room	38	--	50	100	150	N/C	28	46	63	82	106
Lakeview	Library	--	--	30	--	200	N/C	32	52	72	93	114
Lakeview	Meeting Room 1	16	--	21	45	120	N/C	17	26	37	48	60
Lakeview	Meeting Room 2	16	--	21	45	120	N/C	17	26	37	48	60
Lakeview	Meeting Room	32	--	42	80	200	N/C	32	52	72	93	114
Lakeview	Multi-Purpose Room 1	31	--	41	87	150	N/C	28	46	63	82	106
Lakeview	Clarence Nedom Auditorium	128	112	164	150	400	N/C	47	68	102	135	168
Lakeview	Multi-Purpose Room 2	31	--	41	87	150	N/C	28	46	63	82	106
Lakeview	Auditorium	208	160	246	400	500	N/C	77	122	169	220	276
Lakeview	Craftsroom 1	28	--	37	80	120	N/C	17	26	37	48	60
Lakeview	Craftsroom 2	22	--	29	62	120	N/C	17	26	37	48	60
Lakeview	Craftroom	50	--	66	142	200	N/C	32	52	72	93	114
Lakeview	Dining Room	216	216	280	400	400	N/C	77	122	169	220	276
Lakeview	Kitchen - Cooking	--	--	--	--	300	N/C	\$14/use	\$26/use	\$38/use	\$51/use	\$64/use
Lakeview	Kitchen - Heating	--	--	--	--	200	N/C	\$32/use	\$38/use	\$45/use	\$51/use	\$64/use
Lakeview	Patio	200	200	200	300	200	N/C	32	42	51	66	83
Lakeview	Garden	100	50	125	100	150	N/C	6	14	19	26	32
Las Lomas	Multi-Purpose Room	96	80	115	115	400	N/C	N/C	29	97	127	158
Las Lomas	Craft Room	30	--	60	--	200	N/C	N/C	52	72	93	114
Las Lomas	Kitchen --warming (per use)	--	--	--	--	100	N/C	\$32/use	\$38/use	\$45/use	\$51/use	\$64/use
Northwood	Multi-Purpose Room	100	--	150	200	200	N/C	N/C	30	83	113	141
Northwood	Craftsroom	20	--	30	50	150	N/C	N/C	21	56	73	91
Rancho Senior Center	Multi-Purpose Room 1	30	20	50	50	150	N/C	N/C	26	72	93	114
Rancho Senior Center	Multi-Purpose Room 2	75	60	80	80	150	N/C	N/C	26	72	93	114
Rancho Senior Center	Multi-Purpose Room 3	75	60	80	80	150	N/C	N/C	26	72	93	114
Rancho Senior Center	Multi-Purpose Room- 2&3	150	100	213	250	300	N/C	N/C	35	102	135	170
Rancho Senior Center	Ballroom	50	20	107	200	150	N/C	N/C	26	72	93	114
Rancho Senior Center	Kitchen - Cooking	--	--	--	--	200	N/C	N/C	14	26	38	51
Rancho Senior Center	Kitchen - Heating	--	--	--	--	100	N/C	N/C	\$26/use	\$38/use	\$51/use	\$64/use
Turtle Rock	Multi-Purpose Room	200	150	230	300	200	N/C	N/C	35	102	135	168
Turtle Rock	Meeting Room	20	--	30	20	150	N/C	N/C	25	63	82	106
Turtle Rock	Craft Room	40	--	70	40	150	N/C	N/C	26	72	93	114
University	Multi-Purpose Room	72	--	85	130	200	N/C	N/C	26	72	93	114
University	Craftsroom	20	--	30	45	150	N/C	N/C	17	32	45	55
Woodbury	Multi-Purpose Room	80	64	120	100	400	N/C	N/C	68	104	136	169
Woodbury	MPR 1 or 2	40	--	50	100	200	N/C	N/C	34	52	69	84
Woodbury	Courtyard (w/MPR only)	20	--	--	--	100	N/C	N/C	14	19	26	32
Woodbury	Kitchen --warming (per use)	--	--	--	--	\$ 100	N/C	N/C	\$38/use	\$45/use	\$51/use	\$64/use

\* Reservations and fees for L102 only; room can be set up as two rooms, if requested.

Note: University Community Park will be closed from September 2008 through March 2010.

## I. INSURANCE

1. Based on the type of event, the City of Irvine reserves the right to require any group to provide Liability Insurance for their 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, non-profit, filming and photography use, rental of the Showmobile and any events representing a special hazard, including alcohol use will require insurance at the discretion on Community Services Staff. In some high-risk cases, a higher limit may be required.
3. Liquor liability insurance coverage, with the same limits and specifications as outlined in #2 above, is required for all events serving or selling alcohol.
4. Any events requiring Liability Insurance must provide a copy of the Certificate of Insurance and a separate endorsement, naming the City of Irvine as additionally insured. The Certificate of Insurance must also specify a 30-day written notice of cancellation.
5. Liability Insurance coverage may be purchased independently, added as a rider to a homeowners' 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 30 calendar days prior to the scheduled event.
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 for current insurance fees.

## J. ALCOHOL USE

1. Liquor liability insurance is required for all events serving alcohol.
2. The applicant and/or event contact person is responsible for enforcing guidelines and ensuring that damage does not occur to City facilities when alcoholic beverages are being served.
3. 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 who 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.
4. Alcohol may only be consumed within the facility buildings or picnic areas designated and reserved, and not beyond the perimeters of these areas.
5. An Alcohol Beverage Control License (A.B.C. License) must be provided if alcohol is to be sold during the scheduled activity, if a donation is requested or admission is by donation, or if admission is charged. A copy of the A.B.C. license must be faxed to Facility Reservations (949) 724-6608 at least five (5) calendar days prior to the event.
6. The applicant is responsible for contacting Alcohol Beverage Control to obtain a license. 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.
7. The following fees will be charged for all events serving alcoholic beverages:
  - i. Alcohol use fee (listed below)
  - ii. Liability Insurance fee
  - iii. Security Officer fee (fees subject to negotiations with current contractor)
8. Additional requirements may include security provided by the Irvine Police Department, additional security staff, City staff, deposits, insurance, access control plans, and/or alterations to event plans. Costs incurred for additional requirements are the responsibility of the applicant.
9. Indoor Alcohol Use fees (includes attached, fenced patios; fees are per day/event)

<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>	<u>Category V</u>	<u>Category VI</u>
\$97	\$104	\$115	\$127	\$152	\$188

10. Outdoor Alcohol Use fees (based on the number of participants).

<u>Number of Participants</u>	<u>Fee</u>
1 – 19	\$30
20 – 49	\$61
50 – 100	\$122
101 – 200	\$243
201 – 400	\$485
401 – 800	\$971
Over 800	\$1,942

11. Service to or consumption of alcoholic beverages by minors will result in cancellation of event without refund of fees and ejection from the facility or park site. Alcohol is not allowed at events where the preponderance of participants is minors.
12. 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 Security.
13. Beverages may only be served within a designated area that is pre-approved by the site supervisor. The floors must be protected against damage and spills by use of a tarp. Beer kegs are allowed only with the site supervisor's approval.

## **K. SECURITY**

1. Some events, and all those serving or selling alcohol, require security at one (1) guard per 100 participants. Security fees are subject to negotiations with the current contractor and are non-refundable unless cancellation is received in writing at least thirty (30) days prior to the scheduled event date.
2. Applicants shall retain security officers through the Facility Reservation department for the following events:
  - All events where alcohol is served
  - All indoor events with 150 people or more
  - All outdoor events with 500 people or more
  - All youth events with 100 or more youth

\*\*Security may be required at the discretion of the site supervisor or after a site meeting if it is determined that the event represents a special condition or high risk.

## **L. INSPECTION AND CLEAN-UP AFTER EVENT**

1. At the time of arrival on the day of the event, the applicant must inspect the premises with staff and sign the Condition of Facility Report (CFR). 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 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 application. At the end of the clean-up period, the applicant is responsible for inspecting the premises with a staff person and signing off on the Condition of Facility Report. This process will clarify the departure time at the end of the event. If the applicant or event contact fails to sign the Condition of Facility Report, the full deposit may be forfeited and the City reserves the right to reject any future applications.
4. Applicants are responsible for the following clean-up at the end of their event:
  - i) Cleaning of all equipment used
  - ii) Cleaning and wiping off all table tops and chairs used.
  - iii) Clean-up any floor or carpet areas soiled or dampened.

- iv) Clean-up of litter in restrooms
- v) Remove all trash to the dumpsters
- vi) Removal of all equipment, supplies, personal articles, displays, etc., immediately following clean-up.

All items left at the facility will be discarded.

## M. CUSTODIAL SERVICES

Custodial Services are available to provide clean-up at the following hourly rates, and a four (4) hour minimum booking applies: \$140 for the first 4 hours and \$35 for each additional hour.

## N. ADDITIONAL STAFF

Some events may require additional program or facility staff due to the size or nature of the event. Additional staff will be billed to the applicant at \$18 per hour, each. Some events may require maintenance staff at the applicant's expense (\$57 per hour, each). Staffing will be determined at the time of permit approval.

## O. 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 a minimum of \$45 per hour or the applicable rate, whichever is higher. Billing will be calculated on a per-room basis.

## P. RENTAL EQUIPMENT AND FEES

Additional equipment may be available for rent at various facilities, in conjunction with a reservation. Equipment listed below is only available at Lakeview and Rancho Senior Centers and cannot be guaranteed.

<u>Audio Visual Equipment</u>	<u>Fee</u>	<u>Deposit</u>
Overhead Projector w/ Screen	\$15	\$50
Slide Projector w/ Screen	\$15	\$50
Television Monitor/VCR	\$30	\$150
Television Monitor/DVD	\$30	\$150
C.N.A. & Auditorium Projection System		
<ul style="list-style-type: none"> <li>• Includes Large Drop-down Screen, DVD, Compact Disc Player, Cassette, Laser Disc, VCR, and LCD</li> </ul>	\$80	\$250
Musical Sound System (C.N.A. & Auditorium)		
<ul style="list-style-type: none"> <li>• Compact Disc Player &amp; Cassette</li> </ul>	\$30	\$150
Portable LCD Projector w/Portable Screen	\$50	\$250
<ul style="list-style-type: none"> <li>• (Providing your own Laptop, DVD, or VCR)</li> </ul>		
Portable LCD Projector w/Portable Screen & DVD Only	\$75	\$250
Portable LCD Projector w/Portable Screen & VCR Only	\$75	\$250
Musical Sound System (Dining Room & Rancho)	\$30	\$150
Musical Sound System (Outdoor)	\$30	\$150
Wireless Handheld Microphone	\$5	\$100
Wireless Lapel Microphone	\$5	\$100

Portable LCD System is available in the Lakeview Senior Center Dining Room, Rancho Senior Center, and other smaller meeting rooms only.

<u>Catering Equipment</u>	<u>Fee (ea.)</u>
Chaffing Dish with Sterno & Water	\$5
Waiter Tray	\$2
Waiter Tray Stand	\$1

<u>Catering Equipment</u>	<u>Fee (ea.)</u>
Cambro Thermal Drink Container	\$10
Water Pitcher	\$1
Hot Water Pot for Table	\$1
Popcorn Machine	\$50
Nacho Cheese Machine	\$50
Ping Pong Table	\$20

<u>Miscellaneous</u>	<u>Fee</u>	<u>Deposit</u>
Stage (Portable) 6x8 (Lakeview only)	\$30	\$50
Stage (Portable 12x16) (Lakeview only)	\$60	\$50
Bar (Portable)	\$30	\$10
Bar (Portable) with Beverage Glasses	\$100	\$100
Dance Floor (12x18)	\$150	\$150
Piano (Upright)	\$30	\$50
Piano (Baby Grand)	\$30	\$50
Mirror Center Piece (12")	\$1	\$7
Glass Medium Stem Candle Holder for use with Floating Candles	\$1	\$7
Balloons	\$ .75-\$1.20 ea.**	

\*\*Balloons are only sold in increments of ten.

<u>Outdoor Equipment</u>	<u>Fee (ea.)</u>
Patio Table, 60" Round	\$3
Patio Table, Oval	\$3
Patio Table, 6' Banquet	\$3
Patio Table, 4' Round	\$3
Patio Table, 8' Banquet	\$3
Patio Chair	\$0.50
Canopy (10x10)	\$60
Linen (For Rounds 85x85)	\$4
• For use on 60" Round Tables	
Linen (54x114)	\$4
• For use with 6' or 8' Banquet Tables	
Linen (Dinner Napkins)	\$0.60
• Triangle Fold Placed at Each Setting	
• Napkins (customer places and folds)	\$0.25
Linen (Overlays 62 ")	
• For use as a topper on tables or on their own with a 60" Round	\$1.25
Linen 85x85 OR 54x114 w/Overlay	\$5

Delivery Fees:

Orders up to \$99: \$6 per delivery  
Orders over \$99: \$9 per delivery  
Late-Order Delivery: \$35 per delivery  
(placed fewer than 2 weeks prior to the event)

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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APPROVED:

## COMMUNITY PARK USE – SECTION II

### A. GENERAL REGULATIONS

1. Reservations are required for the use of all City of Irvine facilities and for gatherings of 50 or more persons in a community park. All general rules in Public Facilities Reservation Policy - Section I are applicable. An Amphitheater, Gazebo, or Garden reservation does not include the use of picnic shelters or other park amenities.
2. 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 reservation on Memorial Day, 4th of July, and Labor Day weekends, when small resident group demand is high.
3. Large groups (200 or more) are required to submit a written site plan to the Facility Reservations department prior to final approval of their application. The site plan must include the number of participants and a list of any and all activities and equipment that may have an impact on the park. Plans indicating a need for a Special Event Permit must be approved by the Public Safety Department and/or Director of Community Services. Additional staffing may be required at the applicant's expense.
4. 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.
5. 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.
6. Pony rides and mechanical trains are not permitted on City of Irvine parks. Petting zoos may be permitted with site Supervisor approval, additional fees and Animal Services Permits. For specific permit information, please contact the Irvine Police Department at (949) 724-7091.
7. The applicant must also provide an approved safety and clean-up plan prior to the approval of the reservation, which must include direct supervision of each piece of equipment during actual use. Additional insurance may be required at the applicant's expense and is due at the time of application.
8. 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.
9. Bill Barber Park shelters 5 & 6 do not have barbeques, 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.
10. 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.

### B. MAXIMUM GROUP SIZE

1. Guidelines for maximum group sizes have been developed to prevent park over-crowding, promote orderly and safe use of parks, allow for parking availability and respect the rights of park neighbors. Depending upon 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.
2. The required deposit may be increased based on the scope of the activity and special equipment used.

## C. CAPACITIES, DEPOSITS AND FEES

### COMMUNITY PARKS

Park amenities are listed in the Public Park Facility Inventory available at the Civic Center, second floor, Community Services Department (949-724-6620).

<u>Park</u>	<u># Participants</u>
Heritage	300-500*
Turtle Rock	200
Northwood	100
Bill Barber Park	
Shelters 1-4	75
Shelters 5-6	75
Amphitheater	100
Formal Garden	250
Informal Garden	75
Las Lomas	75
Woodbury	75
Woodbridge	75

\*With special approval

### PARK PICNIC AREA HOURLY RENTAL FEES:

<u>Group Size</u>	<u>Deposits</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
1-150	\$200	NC	NC	\$12	\$33	\$46	\$56
151-300	\$300	NC	NC	\$15	\$42	\$53	\$66
301-500	\$400	NC	NC	\$19	\$60	\$75	\$93

### PAR COURSE HOURLY FEES:

The Par Courses at Northwood and Deerfield Community Parks are available for reservation at the following rates:

<u>Facility/Group Category</u>	<u>Deposit</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
Non-commercial use	\$100	NC	NC	NC	\$10	\$14	\$18
Commercial use	\$100	NC	NC	\$6	\$26	\$26	\$26

### MEADOW USE HOURLY FEES:

The Civic Center Lawn and University Community Park Meadow are available for reservation as follows:

<u>Facility/Group Category</u>	<u>Deposit</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
Non-commercial use	\$200	NC	NC	NC	\$10	\$14	\$18
Commercial use	\$200	NC	NC	\$6	\$26	\$26	\$26

The Civic Center Lawn may be reserved only in conjunction with reservation of rooms at the Civic Center.

### PORTABLE TOILETS:

Portable toilets are required for events with 200 or more attendees, at the applicant's expense.

## D. BOUNCE HOUSE POLICY

1. Bounce houses are allowed only at designated parks, in specific areas, and only with a \$30 permit purchased in advance through the Community Services Facilities Reservation department. The applicant must utilize a company that has obtained a City of Irvine business license and can produce documentation of liability insurance. The current Public Park Facility Inventory lists parks that allow bounce houses.
2. Use of a bounce house at a Community Park is allowed only with a permit and by reservation of a park site, unless the particular location permits use without a reservation.
3. Bounce houses must be rented from a company that has City-approved liability insurance, a copy of which must be provided by the applicant prior to the event. Personal/private bounce inflatables are not permitted.
4. Bounce house users will be responsible for providing a generator for inflation of the bounce house and must supervise use.
5. Bounce houses may only be used in designated areas on the park site and may not impede on other City-permitted activities or enjoyment of the park by others.
6. Water slides are not permitted.

## E. HERITAGE PARK GAZEBO

Reservation of Heritage Park Gazebo includes the adjoining cement areas only.

### HOURLY RENTAL FEES

<u>Group Size</u>	<u>Deposits</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
1-150	\$100	NC	NC	\$14	\$19	\$26	\$32
151-200	\$200	NC	NC	\$19	\$29	\$41	\$51

## F. BOMMER CANYON POLICY

1. Maximum group size is 350 people, unless otherwise approved by the Community Services Department. Seating is available for 250 only. Events with 100 or more persons require additional staffing at the applicant's cost.
2. Hours for overnight campouts are 9:00 p.m. to 9:00 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 when, in the opinion of the Orange County Fire Control District or its authorized representative, use of Bommer Canyon 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 communication available.
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. Trespass beyond Bommer Canyon cattle camp property limits is not allowed.
8. The applicant and/or organization will be held financially and legally responsible for any damages to private property surrounding Bommer Canyon.
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.

**CAPACITIES AND DEPOSITS – BOMMER CANYON**

<u>Deposit</u>	<u>Group Size</u>
\$200	1 - 150
\$300	151 - 300
\$400	301 - 350

**HOURLY RENTAL FEES** - Rates include one (1) staff person. City of Irvine Category I users may provide their own staffing in lieu of staff cost. Additional staffing may be required, as determined by Facility Reservations staff, at the applicant’s expense.

	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
1-350 people:	\$16	\$19	\$49	\$69	\$91	\$113
Overnight:	NC	\$26	\$52	\$91	\$157	\$197

Water and Portable Toilets- One (1) water faucet/drinking fountain and one (1) portable hand-washing sink is available on site; there are no showers, soap dispensers, towels, or flush toilets. Two (2) portable restrooms are located on the premises; additional portable toilets will be required in the amount of one (1) additional toilet per 50 people, for all groups over 100 in size.

<u>Participants</u>	<u>Additional Restrooms</u>	<u>Fee</u>	<u>Additional Sinks</u>	<u>Fee</u>
101 to 150	1	\$107	Two-station sink	\$96/each
151 to 200	2	\$180	Four-station sink	\$141/each
201 to 250	3	\$282		
251 to 300	4	\$355		
301 to 350	5	\$428		

**G. POST-EVENT INSPECTION AND CLEAN-UP**

1. At the time of arrival on the day of the event, the applicant or event contact person must initially inspect the premises with staff and sign the Condition of Facility Report. This checklist ensures clarity regarding the arrival time and the condition of the facility or park picnic site.
2. The applicant is responsible for the actions of all event participants and all areas of the facility utilized by the group, 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 application. At the end of the clean-up period, the applicant or event contact person must inspect the premises with a staff person and sign off on the Condition of Facility Report. This process will clarify the departure time at the end of the event. If the applicant or event contact fails to sign the Condition of Facility Report, the full deposit paid may be forfeited. The City reserves the right to reject any future applications.
4. The applicant 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. Normal wear and tear is excluded.

**H. SPECIAL EVENTS**

Events in excess of 500 attendees and sporting events, carnivals, circuses and rodeos may require any or all of the following, as determined by Community Services and based on the nature of the event:

1. A Special Event Permit from the Public Safety Department (949) 724-7022
2. Additional approvals from other City departments
3. Liability insurance and endorsement in the amount determined by the City's Risk Manager
4. A hold harmless agreement and certificate of worker's compensation
5. Additional staffing at the applicant’s expense

## **I. FEE ADJUSTMENTS**

All fees listed in this policy will be adjusted every (3) three years, by the same percentage as the aggregate change in the Consumer Price Index for the (3) three previous completed calendar years, as determined by the U.S. Department of Labor. These increases will become effective for all uses starting the following reservation year. Fee adjustments may be brought forward outside of the (3) three-year cycle at the discretion of staff for such occurrences as a major aggregate adjustment in the CPI, a single-year adjustment of 4% or more, adjustments needed to meet marketplace relationships, or the completion of a full-cost analysis to assure maintenance of cost recovery goals.

# COMMUNITY SERVICES

## POLICY/PROCEDURE

### PUBLIC FACILITIES RESERVATION AND FEE POLICIES



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## CIVIC CENTER - SECTION III

### A. GENERAL REGULATIONS

1. All general rules in the Public Facilities Reservation (Section I) are applicable.
2. The Civic Center is a governmental center. The following procedure protects the integrity of the Civic Center and preserves space for governmental functions, while allowing citizen access for civic functions.
3. 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 governmental activities, and civic or cultural events of interest to and open to the community.
4. Secondly, the Irvine Civic Center will be available for a single/one time use only during normal operating hours to Category II facility users in good standing, who are unable to locate other City space. The Irvine Civic Center may be reserved during non-operating hours on closed Fridays, Saturdays, and Sundays.
5. With the exception of City Council and 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 other internal City business uses may be granted by the Director of Community Services.
6. Normal operating hours are from 7:30 a.m.-5:30 p.m., Monday-Thursday, 8:00 a.m.-5:00 p.m., Friday, with every other Friday closed. After-hours building access must be pre-arranged with Facility Reservations staff.
7. City of Irvine Category I applicants must provide their own staff for all events that they schedule or co-sponsor during operating hours. During non-operating hours, Facility Reservations staff will be assigned and the applicant (department) will be charged fees to cover the associated staff costs. City of Irvine Category I applicants may request a waiver of the Facility Reservations staff requirement provided they agree to complete site maintenance requirements, a copy of which can be obtained from Facility Reservations staff.
8. When access to the specialized audio/visual and/or sound equipment is requested, and technical staff would not normally be in attendance for the requested facility use, a technician will be made available at the applicant's expense. City of Irvine Category I users must supply their own technical staff. Facility Reservations staff may be able to assist applicants with locating technical staff.
9. The Community Services Department reserves the right to limit the hours of use of the Irvine Civic Center and to reschedule any use of the Irvine Civic Center as necessary to accommodate City events or programs, facility maintenance, and unforeseen circumstances or emergencies.
10. 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.
11. Meeting supplies, such as dry markers, paper, flip-chart pads, presentation materials and the like are the responsibility of the applicant.
12. Alcoholic beverages are prohibited.
13. Rooms and areas must be left in their original condition, clean and with lights turned off and doors locked.
14. Arrangements may be made to view Civic Center rooms prior to reserving them, by calling Facility Reservations at (949) 724-6620.

## **B. FACILITY INFORMATION**

1. City Council Chamber (CCC)

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.

2. Conference and Training Center (CTC)

To avoid damage to the powered projection screen, the cabinet doors covering the rear-projection screen must be completely closed before raising or lowering the drop down-projection screen.

5. Service Kitchen (K)

The Service Kitchen must be reserved on the application. The kitchen has no supplies, such as coffee or utensils. To assist with catering needs the kitchen has outside access to the secured parking area; access must be arranged in advance.

6. Lobby (LBY)

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.

7. Piazza (PLZ)

A plan for any piazza event must be submitted for approval along with the application. The plan must include: security/crowd control, decorations, catering, audio-visual needs, publicity samples and signage. Ticketing may be required for crowd control. Additional fees will be charged if access to the Civic Center building is necessary, e.g. restroom access.

8. Irvine City Hall Combo (IHC)

Combined usage of CCC, CTC, L102, L104, K, and Lobby; all individual-room requirements apply.

9. Civic Center Lawn

The lawn at the corner of Harvard and Alton is available for rental in only conjunction with a Civic Center room reservation.

## **C. USE FEES**

1. Room capacities, fees and deposits can be found in Section I, subsection H.

2. Normal Operating Hours - Reservations are available to Category I users only; no hourly charge applies.

3. Extended-hours Fees - All Category II and non-City of Irvine Category I applicants utilizing the facilities Monday through Thursday at other-than-normal operating hours will be charged the applicable hourly rate, in addition to other fees that may apply.

4. Custodial Services - Custodial services are required for all after-hours, closed-Friday and weekend events. The first four (4) hours are billed at \$140 (minimum charge), and \$35 is billed for each additional hour. Services include two (2) custodians; additional custodial fees may be required depending upon the size of the event.

5. Weekends and Closed Fridays - Reservations are available to Category I-VI users, at the discretion of the site supervisor.

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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## SHOW MOBILE - SECTION IV

### A. GENERAL REGULATIONS

1. The Show Mobile is not available for use outside the City of Irvine.
2. All general rules in Public Facilities Reservation (Section I) are applicable.
3. The Show Mobile may be reserved up to four (4) consecutive days. The Community Services Department may extend the four (4) day limit upon approval of the Director or his/her designee. Overnight security may be required at the applicant's expense.
4. Liability insurance and an endorsement naming the City are required.
5. The applicant must participate in a "set-up" meeting with facility staff approximately 30 calendar days prior to the scheduled event. Any extraordinary requirements involved in transportation or setting up will be identified at this meeting. Additional charges may be assessed to accommodate any extraordinary requirements.
6. The applicant must remove all equipment by the scheduled pick-up time; additional charges will be assessed if the pick-up crew is delayed while the applicant's equipment is removed from the Show Mobile.

### B. FEES AND DEPOSITS (fees are per day)

<u>Equipment</u>	<u>Deposit</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
SHOW MOBILE	\$1,000	N/C	\$152	\$191	\$265	\$304	\$341
EXTENSION STAGE	\$ 500	N/C	\$18	\$28	\$44	\$57	\$71

DELIVERY AND SET-UP FEES - The below fees apply to all groups; they include the cost of checking out equipment, delivery and set-up, and returning the Show Mobile and stage. These fees are per-use, and are in addition to all other fees assessed.

	<u>Show Mobile</u>	<u>Stage</u>
Monday-Friday, 7 am-3:30 pm	\$485	\$1,120
Weekends	\$720	\$1,920

Additional fees may be assessed to cover direct costs the City incurs for staffing, equipment, gasoline, etc., in association with the rentals. City of Irvine users must supply their own staff for Show Mobile opening/closing and security supervision. Security services may be required, at the applicant's expense.

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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## AQUATICS FACILITIES – SECTION V

### A. GENERAL REGULATIONS

1. All general rules and reservation procedures as specified in Section I of the Public Facilities Reservation and Fee Policies are applicable unless otherwise specified herein.
2. Allocations of pool space will be granted first to Category I users in the following order: 1) City of Irvine and 2) Irvine Unified School District. Category II and III users will receive automatic renewal of their space allocation received for the same season during the prior year. In the event that similar space is not available due to a change in the times or space requirements of any Category I user, all space for Category II and III users will be reduced proportionately. Category IV-VI users will not receive automatic renewal of their previous year's reservation. (See Pool Space Allocations C. 2 below.)
3. A completed Community Services Department Aquatics Application and Agreement must be submitted to the Aquatics Supervisor or designee, for approval of any aquatics special event. All necessary paperwork and policy requirements must be met prior to approval of the reservation, and must be received by the Aquatics Supervisor or designee no fewer than fourteen (14) calendar days prior to the event. For other purposes, a Pool Use Form must be submitted.
4. Special event reservations approved by the Aquatics Supervisor (or designee) and the Irvine Aquatics Advisory Board (IAAB) will supersede all scheduled group workouts. Groups displaced by events will be relocated to different pools as space permits.
5. A confirmed reservation for pool use may be cancelled by the Aquatics Supervisor or designee when a user is not in compliance with any of the established policies of the City of Irvine. A confirmed reservation may also be cancelled before or during an event due to unsafe conditions, unsafe practices of the participants, mechanical concerns, or other causes. When appropriate, a mutually-agreeable alternate date or a pro-rated refund may be arranged. Private contractor reservations are subject to cancellation with seven (7) calendar days' prior notice.
6. Pool space will be reserved for commercial use only for those businesses/individuals possessing a current City of Irvine Business License and meeting all other requirements in this policy. For the purpose of this policy, "Commercial Use" means the use of aquatics facilities by an individual or for-profit organization in any commercial enterprise. Unauthorized use of City property for profit is illegal.
7. All vendors must set up outside the main gates in the designated vendor/concession area and will not be allowed to sell or display items on any pool deck at any time. Any vendor displaying or selling items or providing a service must have Community Services Department approval. Any vendor selling or providing a service is subject to City of Irvine business requirements and a current City of Irvine business license and liability insurance may be required. Additional information regarding an annual or one-day (per year) business license is available at the William Woollett Jr. Aquatic Center at (949) 724-6717.
8. City parking regulations (pick-up and drop-off, red zone and handicap parking) will be strictly enforced at all times in areas near the Aquatics Center. Pool users are required to display pool parking decals during the school year.
9. Motorized vehicles are permitted on designated areas of facility grounds for specified time periods, and only when prior approval is obtained from the Aquatics Supervisor or designee.
10. Use of tents, sun shades, generators, scoreboards, timing systems, etc., must be pre-approved by the Aquatics Supervisor or designee at the pre-event walk-through and must meet all City codes.

11. Each applicant or facility user must provide a Certificate of Insurance naming the City of Irvine and the Irvine Unified School District as additionally insured in the minimum amount of \$1,000,000 per occurrence. A thirty (30) day written notice of cancellation is required. The certificate must be accompanied by an "additional insured" endorsement.
12. All pool usage must be supervised by individuals meeting the certification guidelines (See F below). Certificates must be approved by the Aquatics Supervisor or designee and kept on file at the site.
13. Upon arrival on the day of the event, the applicant or event contact person must inspect the premises with staff and sign the Condition of Facility Report. This report is a checklist to ensure the City and applicant are in agreement regarding the condition of the facility prior to the event.
14. The applicant must accept responsibility for the actions of all event participants and all areas of the facility utilized by the group, including restrooms. Users must clean up the Aquatics Center and surrounding grass areas upon completion of their reservation.
  - A. The facility must be cleaned and returned to the exact condition in which it was accepted, as indicated on the Condition of Facility Report. All clean-up must be accomplished prior to the finish time indicated on the application. At the end of the rental and clean-up period, the applicant or event contact person is responsible for inspecting the premises with a staff person and signing off on the Condition of Facility Report. If the applicant or event contact fails to sign the Condition of Facility Report, the full deposit may be forfeited and the City reserves the right to reject any future applications.
  - B. Groups are responsible for the following clean-up at the end of their event:
    - Cleaning of all facilities and equipment used, including counter areas, tabletops and chairs.
    - Clean-up of any carpet areas soiled or dampened.
    - Clean-up of all amenities used, i.e., kitchen, refrigerator, stove, oven, sinks, restrooms.
    - Clean-up and removal of all trash from the classroom and/or concession stand to the trash dumpsters.
  - C. All equipment, supplies, personal articles, displays, etc., must be removed immediately following clean-up. Any supplies left at the facility will be discarded.
15. Any damages to or defacement of Center amenities will be billed to the applicant as determined by the Aquatics Supervisor or designee.

## **B. FEES, DEPOSITS, AND PAYMENTS**

All fees, deposits, and payments for use of WWJAC and NHS are paid through the Aquatics staff at the appropriate facility.

### **1. CLASSROOM RATES**

All rates are per-hour and do not include staff fees. Category II-VI users must also provide a refundable \$150 deposit.

<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>	<u>Category V</u>	<u>Category VI</u>
N/C	NC	\$62	\$79	\$101	\$135

### **2. DEPOSITS**

- A. If the facility and/or equipment is not clean or damages are noted due to applicant's use, the deposits paid may be partially or completely forfeited and additional costs billed to the applicant.
- B. Deposits remaining after all post event fees are calculated will be refunded to the applicant. Refunds take approximately four (4) weeks and are mailed to the applicant regardless of payment source.
- C. Organizations may keep a standing deposit on account with the City of Irvine. Arrangements should be discussed with the Aquatics Supervisor.
- D. Deposits are required for all Category IV-VI users.

#### Pool Use and Classroom Deposits

Instructional Pool	\$100	Multi-Purpose Pool	\$200
Competition Pool	\$200	Multiple Pools	\$300
Classroom	\$150		

### **3. PAYMENTS**

A final invoice, with actual charges based on usage and expenses, less the balance of the deposit, will be mailed immediately after the special event and full payment is due within thirty (30) calendar days of the billing date.

4. POOL USE FEES

All rates are per-hour, per pool reserved. Staff fees are not included in these rates.

	<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>	<u>Category V</u>	<u>Category VI</u>
<b>Normal Operating Hours</b>						
<u>Woollett</u>						
▪ Instructional Pool	N/C	N/C	\$39	\$39	\$51	\$56
▪ Multi-Purpose Pool	N/C	N/C	\$39	\$62	\$68	\$79
▪ Competition Pool	N/C	N/C	\$39	\$62	\$68	\$79
<u>Northwood</u>						
▪ Competition Pool	N/C	N/C	\$39	\$62	\$68	\$79

	<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>	<u>Category V</u>	<u>Category VI</u>
<b>Non-Operating Hours</b>						
<u>Woollett</u>						
▪ Instructional Pool	N/C	\$56	\$56	\$62	\$68	\$73
▪ Multi-Purpose Pool	N/C	\$79	\$79	\$84	\$90	\$96
▪ Competition Pool	N/C	\$79	\$79	\$84	\$90	\$96
<u>Northwood</u>						
▪ Competition Pool	N/C	\$79	\$79	\$84	\$90	\$96

5. SPECIAL EVENT, TOURNAMENT, CLINIC AND CAMP FEES

- a. Category II organizations may host an Aquatics Special Event (tournament, swim meet, water show, clinic, camp or other competition) provided pool space is available and approved by the City/Irvine Aquatics Advisory Board, and that provided that all other policies are met as outlined in Section G.
- b. Event Staff: Organizations requesting use of the Aquatics Center for aquatic special events (swim meets, tournaments, water shows or other competitions) must pay (a) the hourly Pool Use Fee above, (b) an hourly rate for staff required for appropriate supervision and lifeguard services, and (c) the following per-day rates for use of the concession stand areas and equipment as requested.
- c. Concession Stand:

Category I	Category II	Category III	Category IV	Category V	Category VI
NC	\$56	\$56	\$84	\$84	\$113

- d. Vendors: Vendors may sell merchandise at the event only with prior approval of the City of Irvine and the host Aquatic Club. Vendors must possess a current City Business Permit. The City of Irvine requires all vendors to pay a \$50 per-event facility fee (unless otherwise designated) in addition to any fees imposed by the host aquatic club.
- e. Equipment: Groups requesting the use of the Aquatics Center for aquatic special events can rent the equipment listed below. Additional equipment is available for an additional rental fee.

	Deposit	Cat. I	Cat. II	Cat. III	Cat. IV	Cat. V	Cat. VI
EZ-Up Canopies*	\$50	N/C	\$5	\$7	\$10	\$12	\$15
PA System	\$150	N/C	\$59	\$75	\$87	\$117	\$145
Swim Timing Sys	\$200	N/C	\$117	\$151	\$175	\$233	\$293
Water Polo Sys	\$200	N/C	\$117	\$151	\$175	\$233	\$293

\*fees are charged per canopy, per event.

6. PRIVATE INSTRUCTION, CLINIC, AND CAMP FEES

Category I, II and III organizations may provide private instruction to their members: 10% (private instruction), and 15% (clinic or camp) of the gross revenue will be due to the City, and instruction must be conducted during the organization's allocated time. All other policies must be met as outlined in Section G.

7. COMMERCIAL FILMING USE AND FEES

Requests to utilize the Aquatics Center for commercial filming use will be subject to all policies outlined in the Public Facilities Reservation and Fee Policy-Section I, the Aquatic Center Policy-Section X and the Commercial Filming & Photography Policy-Section IV. In addition to hourly Pool Use Fees, an hourly rate will be charged for staff costs necessary to appropriately supervise and provide lifeguard services for the event. Applications will not be approved until the following fees are received:

Still Photography \$539/day Video Photography \$1,078/day

8. LATE-DEPARTURE BILLING

If a user group leaves later than their regularly-reserved time and has not received permission at least 24 hours prior by the Aquatics Supervisor, an overtime fee will be levied. This fee will include (to the next ½ hour) costs for staff and non-operational pool hours, per pool. If a second violation occurs within a six-month period by the same user, the overtime fee will be increased by 25%. If a pool user violates the policy three (3) times within a six-month period, or refuses or fails to pay overtime fees within thirty (30) calendar days, use of the facility by that user may be refused. Extenuating circumstances will be considered in the enforcement of this policy.

9. NO-SHOWS

If a group does not show up for a scheduled special event or fails to notify the Aquatics Supervisor of a time change, a no-show fee will be levied. This fee will include any and all staff costs occurred and pool fees, in addition to an \$82 no-show fee. After a second violation within a six-month period by the same user, the fee will be increased by 25%. If the policy is violated three (3) times within a year, or the user refuses or fails to pay no-show fees within thirty (30) calendar days, use of the facility by that user may be refused. Extenuating circumstances will be considered in the enforcement of this policy.

**C. POOL SPACE ALLOCATIONS**

The Director of Community Services or designee will be responsible for development and implementation of space-allocation procedures. The City of Irvine values organizations that provide youth coaches with training in positive coaching techniques, to ensure each child's self esteem is a primary goal of all activities.

1. Reservations may be denied or subject to change if any of (but not limited to) the following conditions exist:
  - a. Non-compliance with any City policy outlined in the Public Facilities Reservation and Fee Policies.
  - b. Organization no longer qualifies as a Category I, II, or III user.
  - c. The number of swimmers present does not warrant the space that has been allocated, as determined by the Aquatics Supervisor or designee. (The length of time of a reservation or the number of lanes reserved for a group may be altered.)
2. Any pool space available after Category I reservations and Category II/III renewal allocations will be granted in accordance with the following priorities:
  - a. Organizations with current pool space allocations requesting additional space provided City staff determines the number of swimmers warrants additional space. These requests will be granted at the discretion of the Aquatics Supervisor.
  - b. Category II/III organizations without a current allocation will be granted space on a first-come, first-served basis.
3. Pool space allocations can be utilized for regular practice sessions. Clinics, camps, private lessons, fundraising events and swim events or tournaments are subject to the policies outlined in Section B5 (Special Event, Tournament, Clinic and Camp Fees).

**D. LIFEGUARD REQUIREMENTS**

Lifeguard Service is defined as on-deck supervision of water activities by City of Irvine lifeguards. These services are required for all water activities at the Aquatics Center. The fee for these services is charged to the organization using those services (except Category I users). City lifeguard requirements may be waived when all of the following conditions exist to assure adequate supervision of activities:

1. Activities are for Category I, II, or III users.
2. All coaches have current issues of all the required certificates, on file at the Aquatics Center (see "Certification Guidelines"), and are present and supervising water activities.
3. The activity or event involves no more than two (2) groups or teams.
4. There is an approved Aquatics Facility Application and Agreement on file at the Aquatics Center.

## **E. CERTIFICATION GUIDELINES**

### Category I, II, and III users:

All pool usage must be supervised by personnel with the following current certifications approved and on file at the Aquatics Center. In the absence of certified applicant personnel, certified staff may be hired through the Aquatics Center. Equivalent certifications will be accepted at the Supervisor's discretion:

1. American Red Cross (ARC) - Safety Training For Swim Coaches
2. ARC Standard First Aid
3. ARC Community CPR (Child and Adult).

Original certificates are to be submitted to the Aquatics Supervisor before an individual may begin coaching or giving instruction at the Aquatics Center. It is the responsibility of the coach to maintain, on file at the Aquatics Center, current certifications required for their position.

## **F. CLINICS, CAMPS AND INSTRUCTION**

Category I, II, and III users may conduct special clinics and camps, or provide instruction to group members, provided all of the following conditions exist to assure appropriate use of City facilities is maintained at all times:

1. Participants are registered and are currently active group members.
2. Coach/Instructor is a registered coach of the organization, has met all of the required Certification Guidelines (E above), and has been authorized by the Aquatics Supervisor or designee through the application process to coach at the Aquatics Center.
3. There is an approved Aquatics Facility Application and Agreement on file at the Aquatics Center.
4. All required fees (B6 above) are paid to the City of Irvine.
5. Private instruction is conducted during group's allocated pool time

Groups may request and be granted space for a clinic (not private lessons) for participants not currently registered with the organization; however, Category IV Pool Use fees will be charged and all other policies regarding clinic instruction are applicable.

## **G. SCOPE OF RESPONSIBILITY - GROUPS I, II, and III**

While any group or organization is on the Aquatics Center premises, the following is their responsibility:

1. Knowledge of and adherence to all requirements included in the Aquatics Facility Users Handbook.
2. The hosting group will be responsible for the actions of the visiting team's participants while within the Aquatics Center premises.
3. Category I – III users are responsible for set-up and clean-up of all non-lifeguard events.

## **H. POOL COVER USE POLICY**

This section provides for a policy and process that will enable the City of Irvine to reduce energy costs at the Aquatic Centers with the assistance of all regular pool users, through the use of 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 no users may enter the water until all covers are removed from the pool.

### 1. Uncovering and covering of pools

Regular Category I, II and III users of the Aquatic Centers are required to assist the City of Irvine in the 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 Center 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.

## 2. Liabilities and Disclaimers

As with all City property, users 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 or be incident to the users of the pool in fulfilling their obligations as outlined in the Aquatic Facility User Handbook. Each user shall maintain insurance coverage as described in A-11.

All regular Category I, II and III users participating in removing and installing pool covers, agree to indemnify, defend and hold the City of Irvine 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 use of pool covers. The City of Irvine shall be responsible for maintaining the pool covers, reels, and related equipment in safe working order.

## 3. Non Compliance Fee

If a violation of the pool covers policy occurs, a fee of one hour of pool rental plus staff costs per occurrence, per pool shall be levied. After the second violation within a six-month period by the same user, the fee will be increased by 25% each time a violation occurs. If a pool user violates the policy three (3) times within a six-month period; or refuses or fails to pay non-compliance fees within thirty (30) calendar days, use of the facility by that user may be revoked until payment is received. Extenuating circumstances will be considered in the enforcement of this policy.

# I. EQUIPMENT USE AND STORAGE

All equipment intended for use or storage at the Aquatics Center must be approved by the Aquatics Supervisor or designee in advance. All equipment must be presentable and in safe working condition. The Aquatics Center reserves the right to direct parties to remove any items that do not meet the Aquatic Center's requirements or conditions.

# J. WILLIAM WOOLLETT JR. AQUATIC CENTER –

## MULTI PURPOSE ROOM

### 1. GENERAL POLICIES AND FACILITY USE REGULATIONS

- a. All William Woollett Jr. Aquatic Center multi-purpose room use is reserved through the Aquatics Supervisor, (949) 724-6719.
- b. All applications must be on official forms provided by the Aquatics Supervisor. Applications must be received at least fourteen (14) calendar days prior to the requested dates. Applications are not considered approved until the applicant has received a written confirmation. Incomplete applications will not be accepted and the applicant will be responsible for resubmission.
- c. The applicant and the event contact person must have a site meeting with the site supervisor at the facility, and must be present at the event. The site meeting appointment should be made 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.
- d. Tape, nails, staples, etc., are not permitted on the walls, ceilings, windows, or furniture.
- e. Swimmers in wet swimsuits are not permitted in the multi-purpose room.
- f. Any vendor displaying items or providing a service must have departmental approval. Any vendor selling items is subject to City of Irvine business regulations and may be required to obtain a current City of Irvine business license and liability insurance.
- g. 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.

2. EQUIPMENT

- a. Tables and chairs are for indoor use only, in conjunction with the rental of the multi-purpose room.
- b. The PA/microphones may only be operated by a person trained by City staff on their proper use.
- c. Some equipment requires fees and deposits; these fees are located in the deposit and fee section. While the City tries to keep equipment in good working condition and available for use, availability cannot be guaranteed.

3. CONDITION OF FACILITY, CLEAN-UP, AND DAMAGES

- a. Upon arrival time on the day of the event the applicant or event contact person must initially inspect the premises with a staff person and fill out a Condition of Facility Report. This report is a checklist to insure clarity regarding the condition of the facility before and after the event.
- b. The applicant must accept responsibility for the actions of all participants within the group and all areas of the facility utilized by the group 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. All clean-up must be accomplished prior to the finish time indicated on the application.
- c. Groups are responsible for the following at the end of their event:
  - 1). Cleaning of all equipment used
  - 2). Cleaning and wiping off all table tops and chairs used.
  - 3). Clean-up any floor or carpet areas soiled or dampened.
  - 4). Clean-up of litter in restrooms
  - 5). Remove all trash to the dumpsters
  - 6). Removal of all equipment, supplies, personal articles, displays, etc., immediately following clean-up. All items left at the facility will be discarded.
  - 7). At the end of the rental and clean-up period, it is the responsibility of the applicant or event contact person to inspect the premises with a staff person and sign the Condition of Facility Report. Groups failing to sign the Report will forfeit the full deposit paid.

4. MULTIPURPOSE ROOM RESERVATION AND FEES

Category I NC	Category II NC	Category III \$25/hr	Category IV \$60/hr	Category V \$80/hr	Category VI \$100/hr
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5. EQUIPMENT FEES

Equipment must be reserved when the initial application is submitted.

	<u>Deposit</u>	<u>Rental Fee</u>
Television Monitor/VCR	\$150	\$25/use
Portable PA System	\$150	\$25/use
Multi-Media (LCD) Projector	\$150	\$50/use

6. DEPOSIT REFUNDS

- a. If the facility and/or equipment is not cleaned or is damaged due to the applicants use, the deposits paid may be partially or totally forfeited and any additional costs billed to the applicant.
- b. Any deposit remaining after post-event fees are determined and assessed will be refunded. Refund checks take approximately four (4) weeks to process and are mailed payable to the applicant regardless of payment source.
- c. Any regular user preferring to keep a standing deposit on account with the City rather than receive refunds after each event may make arrangements with the Aquatics Supervisor to do so.

## 7. ADDITIONAL FEES

- a. **CANCELLATIONS:** Applicants are required to notify the Aquatic Center at (949)724-6717 of any cancellations, no fewer than thirty (30) calendar days prior to the scheduled activity. Any cancellation, including changes of facility date, made fewer than thirty (30) calendar days before the event date will be assessed a cancellation fee equal to the deposit paid.
- b. **PROCESSING FEE:** For ongoing reservations, more than five cancellations in a reservation year may result in a \$30 non-refundable processing fee for each additional cancellation or reservation made during the balance of the reservation year.
- c. **NO-SHOWS:** Failure to notify the Aquatic Center office (949)724-6717 of a cancellation will result in assessment of a No-Show fee equal to the full deposit paid.
- d. **CHANGES:** One change per applicant, per reservation year, will be processed at no charge. Additional changes or revisions to an application will be assessed a \$30 change fee. Changes of facility or date made fewer than 30 days prior to the event are considered cancellations.
- e. **EARLY ARRIVAL/LATE DEPARTURE FEES:** If any member of the Applicant's party arrives prior to or leaves after the reserved hours, a charge of \$45 or 150% of the standard hourly fee will be applied, per hour (whichever is greater, billed to the half-hour).
- f. **EXTENDED-HOURS FEE:** All hours before and after normal facility operating hours will be billed at \$45 per hour or the applicable hourly room rate, whichever is higher.
- g. **UNRESERVED-HOURS FEE:** All unscheduled hours will be billed at a minimum of \$45 or the applicable hourly rate, whichever is higher

# COMMUNITY SERVICES

## POLICY/PROCEDURE

### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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REVISED: 4/15/08  
APPROVED:



## FIELD POLICY - SECTION VI

### A. GENERAL REGULATIONS

1. All general rules and reservation procedures in the Community Services Policy/Procedure General Policies, Section I, are applicable unless specified otherwise herein.
2. City programs, IUSD/TUSD programs, Irvine not-for-profit youth sports leagues and local college/university classes are accorded priority use throughout the year. Any other unscheduled time is available on a first-come, first-served basis. Note that only Irvine youth organizations that meet requirements as specified in the City Athletic Field Allocation Procedures and have at least one Irvine-based team in each game slot qualify for Category II rates for fields. (Section D4-D5.)
3. Local youth sports organizations, as defined in the Athletic Field Allocation Procedures, qualify to host no more than three (3) eight-team-or-fewer round-robin-play events (“friendlies”, playoff brackets, etc.) each season. Additional round-robin events and sports events involving more than four teams are subject to the policies as outlined in the Sports Tournaments, Clinics and Camps Policy – Section VII. Round-robin games that do not include an Irvine-based team will be subject to Category IV hourly fees.
4. Once field allocations are complete for Category I, II and III organizations, fields will be reserved to the public as available. Fields are typically available after the first week of September through early June when fields close for annual renovations. Annually beginning on July 1, sports field reservation requests can be made through the Athletics section by calling (949) 724-6830. These requests will be included on an Interest List, from which they will be processed on a first-come, first-served basis. Priority will be given to those applicants appearing first on the Interest List for fields available on the day and hours of their choice. The City reserves the right to determine which fields and field sizes will be reserved, based on other scheduled use, wear and maintenance issues.
5. All applicants must complete a Community Services Department Athletic Field Application and Agreement. The Application and payment must be received at least five (5) working days in advance of the first requested date. Requests received fewer than five (5) working days in advance may be granted if time and conditions allow.
6. Reservation fees will be refunded for cancellations made by the applicant at least three (3) working days prior to the scheduled use. Refunds will not be granted for “no-shows” or requests made fewer than three days in advance. When City staff 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.
7. Users must clean up the field, dugouts, and surrounding grass areas upon completion of reservation. Any damages or defacement to park amenities will be billed to the applicant as determined by the Athletics Section.
8. For any on-going field use of more than two (2) days, liability insurance is required in the amount of \$1 million per occurrence. The certificate of insurance naming the City of Irvine as additionally insured, and an endorsement page naming the City of Irvine and including the policy number, must be submitted at the time of payment. A thirty (30) day written “notice of insurance cancellation” clause is also required.
9. Fields will be reserved for commercial use only for those businesses/individuals possessing a current City of Irvine Business License and meeting all other requirements in this policy. For the purpose of this policy, “commercial use” means the use of any athletic field/facility by an individual or for-profit organization for conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations or gratuities. Unauthorized use of City property for profit is illegal.

10. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements are not permitted in or on City parks or park facilities without prior approval of the Athletics Services Supervisor. Flyers or advertisements are not permitted at any time in or on vehicle windows.

## B. FIELD USE

Field equipment (e.g., bases, soccer goals/nets, plate extensions) will be provided as requested and approved during the application process.

### ATHLETIC PARK HOURS:

City sports parks are available for reservation during the times listed below, and will be staffed consistent with the scheduled reservations at each site. Fields may be accessed by individuals for walk-on use during non-lighted hours, as available. Organized use of City sports parks (including games with referees, for profit and not-for-profit use) is not permitted without an approved City application (see Section VII A-10). While reservations may be approved for field use at 7 a.m., no games may begin prior to 8:00 a.m.

Lighted Sports Fields	4:00 p.m. – 10:00 p.m. (Monday – Friday) 7:00 a.m. – 10:00 p.m. (Saturday and Sunday)
Unlighted Sports Fields	4:00 p.m. – Dusk (Monday – Friday) 7:00 a.m. – Dusk (Saturday and Sunday)

Holidays: City of Irvine sports fields are closed on recognized City holidays. Category II-VI applicants may complete an application and reserve fields on City holidays at a charge of \$45 per hour per field or the regular hourly reservation rate, whichever is higher. The following City holidays are exceptions and available at regular reservation rates as identified in Section D (Veteran's Day, Martin Luther King Day, and Lincoln's Birthday).

Non-operating Hours: All hours before or after normal operating hours will be billed at \$45 per hour or the applicable hourly field rate, whichever is higher.

Additional Staff Fee: Some events may require additional staff due to the size or nature of the event. The rate is \$18 per hour, for each additional staff member required.

## C. ADDITIONAL ITEMS

1. City parking regulations will be enforced at all times near City and School District athletic fields.
2. Motorized vehicles are allowed on sidewalks and/or designated areas of the park facility grounds for specified time periods and only when prior approval has been obtained from the on-site supervisor. This includes, but is not limited to, beverage trucks, team vans, unloading of supplies, etc.
3. All trash must be placed in the proper receptacles.
4. Use of generators, pitching machines, tents, gazebos, etc., must be approved at the time of application and must meet all City codes.
5. Vendors and/or exhibitors displaying or selling items, or providing information regarding products or services for sale, must have prior approval from the Athletics Supervisor and the Tournament Host. Vendors/exhibitors must provide proof of a current City of Irvine business license. The City requires all vendors/exhibitors to pay a \$50 per-event fee (unless otherwise designated) in addition to fees charged by the Tournament Host. For information about an annual business license, call Regulatory Affairs at (949) 724-6310.
6. Concession stand use must be requested and approved in advance by the Athletics Supervisor (additional information is detailed in Section VIII. G).
7. Batting cages are only reserved and allocated to Category I & II organizations, as available. Special rules and regulations apply to use; additional information is available through the Athletics Supervisor at (949) 724-6661.
8. Windrow Park fields #1 and 2 are for 90' hardball baseball play only, for ages 18 years and younger.

## D. FIELD FEE SCHEDULE

Rates are per field, per hour.

1. WITHOUT LIGHTS:

	<u>Cat.I</u>	<u>Cat.II</u>	<u>Cat.III</u>	<u>Cat.IV</u>	<u>Cat.V</u>	<u>Cat.VI</u>
90' Hardball Baseball Field	NC	NC	\$18	\$27	\$33	\$45
60'-80' Baseball/Softball or Soccer/Lacrosse Field	NC	NC	\$16	\$25	\$30	\$37

2. WITH LIGHTS:

Pacific Standard Time - field light charges will be billed from 4:30 p.m. - 10:00 p.m.

Daylight Savings Time - field light charges will be billed from 7:30 p.m. - 10:00 p.m.

	<u>Cat.I</u>	<u>Cat.II</u>	<u>Cat.III</u>	<u>Cat.IV</u>	<u>Cat.V</u>	<u>Cat.VI</u>
90' Hardball Baseball Field	NC	NC	\$30	\$45	\$60	\$72
60'-80' Baseball/Softball or Soccer/Lacrosse Field	NC	NC	\$27	\$37	\$51	\$63

3. WINDROW PARK:

Irvine Unified School District Special Use Fees

Ryan Lemmon Stadium and Field #2; fees are per hour, lighted or non-lighted

<u>Hourly Fees</u>	<u>Category I &amp; II Use Only</u>
No Charge	Irvine high school vs. Irvine high school
\$14	Irvine high school vs. non-Irvine high school
\$26	Non-Irvine high school vs. non-Irvine high school

4. The City of Irvine values organizations that provide youth coaches with training in positive coaching techniques, to ensure each child's self esteem is a primary goal of all activities. Field space allocations are provided for regular practices and games scheduled for local youth sports organizations (Category II). Category II organizations requesting space for clinics, camps (open to the public) or tournaments that involve non-Irvine-based-teams are subject to the policies and fees indicated in the Sports Tournaments, Clinics and Camps Policy – Section VII and the Barber Athletic Field and Tournament Policy – Section VIII.

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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REVISED: 4/15/08  
APPROVED:

## SPORTS TOURNAMENTS, CLINICS AND CAMPS – SECTION VII

### A. GENERAL REGULATIONS

1. All general rules and reservation procedures in the Public Facilities Reservation and Fee Policies, Section I, unless specified otherwise herein.
2. A minimum reservation of two (2) fields for four (4) hours each day is required, to constitute a tournament. Additional information regarding tournament reservations at Bill Barber Community Park is included in Section VIII.
3. Priority reservations are granted to programs of the City of Irvine, IUSD/TUSD, Irvine not-for-profit youth sports organizations, and local college and university classes. Available time may be reserved on a first-come, first-served basis within timelines noted in Section A. 9 below. Local youth sports organizations as defined in the City of Irvine Athletic Field Allocation Procedures qualify for Category II rates within this policy only when at least one Irvine-based team is included in a tournament bracket or flight. Flights or brackets without an Irvine-based team will be required to pay fees at the Category IV rate. Category II organizations are permitted no more than two tournaments and one youth camp/clinic per calendar year. Clinics and camps must be offered only to current program participants. Clinics and camps open to the public are subject to Category IV fees (see section E.4.)
4. Tournament applicants must complete a Community Services Department Athletic Field Application and Agreement. The application 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 \$100 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 user dates. If deposits and fees are not made on time, priority will be forfeited and fields will be reallocated.
6. If a confirmed user cancels a tournament at least fourteen (14) calendar days before the scheduled use, fifty percent (50%) of fees attributable to the reservation, excluding the non-refundable deposit, will be refunded. If a confirmed user cancels fewer than fourteen (14) calendar days before the scheduled use or does not appear for the event, all fees attributable to the reservation will be forfeited.
7. Tournament/camp groups may be responsible for additional contractor costs for trash pick-up each morning of the event. This non-refundable fee is due with the use fees, at least fourteen (14) calendar days prior to the dates of use.
8. Availability of athletic fields will be determined following the semi-annual field allocation process. For the purposes of this section, the Fall/Winter tournament period will begin on Labor Day and continue until President's Day. The Spring/Summer tournament period will begin the day after President's Day, and end the day before Labor Day.
9. Priority will be given to applications in the order in which they are 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 the first priority of use. This priority will only be relinquished at 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 if the intended use provides a positive impact on the community. The Director of Community Services or designee may approve applications in advance of above time frames for tournament requests with National or International teams participating.

10. Liability insurance in the amount of \$1 million per occurrence is required for all tournaments/camps. The certificate of insurance and endorsement must list the City of Irvine as additionally insured, note a thirty (30) day written notice of insurance cancellation, and be accompanied by a copy of the endorsement. Insurance documentation must be submitted to the City at the time of final fee payment.
11. Clean-up deposits will be refunded, provided there is no damage to or defacement of park amenities, including equipment, grass, and foliage. In the event damage exceeds the amount of the deposit, the remainder of the charges will be billed to the applicant, in an amount to be determined by the City of Irvine. Users must complete a Condition of Facility report with park staff immediately before and after the tournament in order for the clean-up deposit to be refunded. Failure to complete either the required cleaning or the report will cause a forfeiture of the cleaning deposit. Contractual cleaning costs will not be refunded.
12. Fields will be reserved for commercial use only for those businesses/individuals possessing a current City of Irvine Business License and meeting all other requirements in this policy. For the purpose of this policy, "Commercial Use" means the use of any athletic field/facility by an individual or for-profit organization for conducting sports clinics/camps, private training, lessons, concerts, assemblies/ meetings, etc., in return for compensation, including, but not limited to, fees donations or gratuities. Unauthorized use of City property for profit is illegal.

## B. FIELD USE

1. Some softball fields have small pitching mounds which, depending upon the time of year, may not be removed for tournaments. (Additional fees will be incurred to remove and rebuild mounds, as approved by Community Services Athletics and Public Works Supervisors.)
2. Bases and goal posts will be provided, however soccer nets are not guaranteed. Soccer field sizes are determined by the Community Services Department. If a group requests a different size, additional fees may be incurred.
3. 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:
  - a. Prior to the first game of each scheduled day on each scheduled field; and
  - b. 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 ease of mandatory field maintenance throughout the day. Scheduling and conduct of this field work will not be altered by means of applicant request.
4. Games may not begin prior to 8:00 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 10:00 p.m. without the approval of the Athletics Supervisor.
5. **ATHLETIC PARK HOURS:** Sports parks are available for tournament reservations as listed below, and will be staffed consistent with the scheduled reservations needs at each site. Fields are available for walk-on use by individuals as available. Organized use of City sports parks, including games with referees (for profit and not-for-profit use), is not permitted without an approved City application (see Section VII A-10). While reservations may be approved for use at 7 a.m., no games may begin prior to 8:00 a.m.

Lighted Sports Fields	4:00 p.m. – 10:00 p.m. (Monday – Friday)
	7:00 a.m. – 10:00 p.m. (Saturday and Sunday)
Unlighted Sports Fields	4:00 p.m. – Dusk (Monday – Friday)
	7:00 a.m. – Dusk (Saturday and Sunday)
6. Holidays: City of Irvine sports fields are closed on recognized City holidays. Category II-VI applicants may complete an application and reserve fields on City holidays at a charge of \$45 per hour per field or the regular hourly reservation rate, whichever is higher. The following City holidays are exceptions and available at regular reservation rates as identified in Section E (Veteran's Day, Martin Luther King Day, and Lincoln's Birthday).
7. **NON-OPERATING HOURS:** All hours before or after normal operating hours will be billed at \$45 per hour or the applicable hourly field rate, whichever is higher.
8. **ADDITIONAL STAFF FEE:** Some events may require additional staff due to their size or nature. A rate of \$18 per hour is charged for each additional staff member required.

### C. ADDITIONAL ITEMS

1. City parking regulations will be enforced at all times near City and School District athletic fields.
2. Additional services requested by the user must be approved by the Community Services Department at the time of application, and may require additional fees or deposits. These services include, but are not limited to: use of the building, additional parking, public address system, and table and chair usage.
3. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is not permitted in City parks without prior approval of the Athletics Services Supervisor. Flyers or advertisements are not permitted at any time in or on vehicle windows.
4. Motorized vehicles are allowed on designated areas of the park facility grounds for specified time periods when prior approval has been obtained from the Athletics Supervisor. This includes, but is not limited to: beverage trucks and unloading of supplies.
5. User groups must assist with trash pick-up throughout the event, and place trash in the proper receptacles. Bags of trash may not be left on sidewalks or outside trash dumpsters.
6. Use of generators, tents, gazebos, bleachers etc. must be approved at the time of application and must meet all City codes.
7. Any vendor and/or exhibitor displaying, selling, or providing information regarding products or services for sale must have prior approval by the Athletics Supervisor and the tournament host. Selling or providing information regarding products or services for sale in Irvine requires evidence of a current City of Irvine business license. The City of Irvine requires all vendors and exhibitors to pay a \$45 per-event vendor/exhibitor fee (unless otherwise designated) in addition to fees charged by the tournament host, if applicable. For information about a business license, please call Regulatory Affairs at (949) 724-6310.
8. Batting cages are reserved and allocated to Category I & II organizations only, as available. Special rules and regulations apply to use; the Athletics Supervisor can be contacted at (949) 724-6661 for more information.
9. City of Irvine adult softball field ground rules must be incorporated into field reservations or tournament ground rules for each use. Copies of ground rules are available from the Community Services Department Athletics section.
10. Windrow Park baseball fields 1 & 2 are for 90' hardball baseball play only, for ages 18 years and younger.

### D. CONCESSION STAND

1. The Community Services Department has first priority and reserves the right to operate the concession stands for all tournaments and events retaining all proceeds with no compensation to other potential applicants/vendors.
2. Applicants requesting use of the concession stand must complete a Community Services Department Athletic Field Application and Agreement, Concession Stand Request Form, and receive approval by the Community Services Department. Applicant must pay both the User Fee and a separate refundable Concession Stand Clean-up Deposit at least fourteen (14) calendar days prior to the tournament or event. Immediately after the event, user must complete a Condition of Facility report with park staff and return the keys in order for their deposit to be refunded. Failure to complete the clean up or the report, or return the keys will cause a forfeiture of the cleaning deposit.
3. Rules and regulations for concession stands will be discussed prior to all use. Liability insurance and endorsement is mandatory.

### E. FEES AND DEPOSITS

	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
1. <u>Deposits</u>			
Tournament Clean-up (Refundable)	N/C	\$100	\$300
Concession Stand Clean-up (Refundable)	N/C	\$100	\$300
Per Field Deposit (Non-Refundable)	N/C	N/C	\$100
2. <u>Contractual Cost</u> (Non-Refundable)	N/C	N/C	\$90/use
Trash Pick-up Cost per Facility			
3. <u>Concession Stand Use Fee</u> (Non-refundable)	N/C	N/C	\$150/day

4. FIELD FEES - Rates are per-field, per-hour (Section B, 6-8)

<u>Without Lights</u>	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
90' Hardball Baseball Field	NC	NC	\$30
60'-80' Baseball/Softball or Soccer/Lacrosse Field	NC	NC	\$23
<u>With Lights</u>	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
90' Hardball Baseball Field	NC	NC	\$51
60'-80' Baseball/Softball or Soccer/Lacrosse Field	NC	NC	\$35

# COMMUNITY SERVICES

## POLICY/PROCEDURE

### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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REVISED: 4/15/08  
APPROVED:



## BARBER PARK ATHLETIC FIELD AND TOURNAMENT POLICY - SECTION VIII

### A. GENERAL REGULATIONS

1. All general rules and reservation procedures in the Community Services Policy/Procedures General Policies, Section I and Athletic Services Policies and Practices are applicable unless specified otherwise herein. See Section I-J for alcohol use regulations.
2. Reservations of fields at Colonel Bill Barber Marine Corps Memorial Park will be granted first to Category I and Category II users in the following order: City of Irvine, Irvine Unified School District, Irvine not-for profit youth sports organizations (allocated per existing allocation procedure). Only Irvine not-for profit youth sports organizations that meet the Category II requirements as specified in the Field Allocation Procedures will qualify for Category II rates for these fields. Further details are available in the City of Irvine Field Allocation Procedures document.
3. All other field reservations must be reserved in advance through the Athletic Services section at (949) 724-6661 or 724-6830.
4. Field applicants must complete a Community Services Department Athletic Field Application and Agreement. The application and payment in full must be received at least five (5) working days in advance of the requested date. Requests received fewer than four (4) working days in advance will be accommodated if conditions allow.
5. If an applicant of an approved reservation cancels the request at least three (3) working days prior to the scheduled use, all reservation fees will be refunded. Refunds will not be granted for "no-shows" or cancellation requests made fewer than three days in advance. Under circumstances where City staff 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.
6. Users must clean up the field, dugouts, and surrounding grass areas upon completion of the reserved use. Any damages to or defacement of park amenities will be billed to the applicant as determined by the Athletics Services section.
7. For any on-going field use of more than two days, liability insurance is required in the amount of \$1 million per occurrence. The Certificate of Insurance naming the City of Irvine as additionally insured, along with an Endorsement, is to be submitted at the time of payment. A thirty (30) day written "notice of insurance cancellation" clause must be included.
8. Fields can be reserved for commercial use by those businesses/individuals possessing a current City of Irvine Business License and meeting all other requirements in this policy. For the purpose of this policy, "Commercial Use" means the use of any athletic field/facility by an individual or for-profit organization for conducting sports clinics/camps, lessons, concerts, assemblies/ meetings, etc. in return for compensation, including, but not limited to, fees, donations or gratuities. Unauthorized use of City property for profit is illegal.
9. City parking regulations will be enforced at all times.
10. All trash must be placed in the proper receptacles.
11. Use of generators, pitching machines, tents, gazebos, golf carts, etc., must be approved at the time of application and must meet all City codes.
12. Distribution and or posting of signs, flyers, cards, posters, handbills or advertisements are not permitted in City parks without prior approval of the Athletics Services Supervisor. Flyers or advertisements are not permitted at any time in or on vehicle windows.

13. Concession stand, Announcer's Booth, Press Box and ticket booth use must be requested, and approved in advance by the Athletics Supervisor (Section VIII-G & H).
14. Motorized vehicles are permitted on designated areas of facility grounds for specified time periods, and only when prior approval is obtained from the Athletics Supervisor or designee. This includes, but is not limited to, beverage trucks, team vans, unloading of supplies, etc.
15. Bases, plate extensions, and goal posts will be provided as requested on applications; soccer nets are not guaranteed.
16. Field maintenance will be provided by the City for City programs, Category II youth athletic leagues and facility reservations.
17. City of Irvine adult softball field ground rules and out-of-play areas must be incorporated into field reservations or tournament ground rules for each use. Copies of ground rules are available from the Community Services Department Athletics section.

**B. OPERATING HOURS**

The following schedule is subject to change without notice. While reservations may be approved for use at 7am, no games may begin prior to 8:00 a.m.

Monday – Friday 4:00pm - 10:00pm  
 Saturday/Sunday 7:00am - 10:00pm

No games may be played, nor may the Public Address system be used prior to 8:00 a.m. or after 10:30 p.m.

1. HOLIDAYS: City of Irvine sports fields are closed on recognized City holidays. Category II-VI applicants may complete an application and reserve fields on City holidays at a charge of \$45 per hour per field or the regular hourly reservation rate, whichever is higher. The following City holidays are exceptions and available at regular reservation rates as identified in Section C (Veteran's Day, Martin Luther King Day, and Lincoln's Birthday).
2. NON-OPERATING HOURS: All hours before or after normal operating hours will be billed at \$45 per hour or the applicable hourly field rate, whichever is higher.

**C. FEE SCHEDULE**

Rates are per field, per hour.

All applicants must complete a Community Services Department Athletic Field Application and Agreement. The Application and payment must be received at least five (5) working days in advance of the first requested date. Requests received fewer than five (5) working days in advance may be granted if time and conditions allow.

Reservation fees will be refunded for cancellations made by the applicant at least three (3) working days prior to the scheduled use. Refunds will not be granted for "no-shows" or requests made fewer than three days in advance. When City staff 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.

Pacific Standard Time - field light charges will be billed from 4:30 p.m. - 10:30 p.m.  
 Daylight Savings Time - field light charges will be billed from 7:30 p.m. - 10:30 p.m.

	Cat. I	Cat. II	Cat. III	Cat. IV	Cat. V	Cat. VI
Deanna Manning Stadium #1 (Non-Lighted)	NC	NC	\$26	\$38	\$51	\$64
Deanna Manning Stadium #1 (Lighted)	NC	NC	\$38	\$51	\$64	\$77
Fields #2/A, #3/B, #4/C (Non-Lighted)	NC	NC	\$18	\$25	\$30	\$37
Fields #2/A, #3/B, #4/C (Lighted)	NC	NC	\$27	\$37	\$51	\$63

ADDITIONAL STAFF FEE: Some events may require additional staff due to the size or nature of the event. The rate is \$18 per hour, for each additional staff member required.

## D. FIELD PRIORITY SCHEDULING

Peak Usage - Fields will be utilized Monday through Sunday for City adult sports leagues, School District, and youth non-profit sports organizations during scheduled allocation periods: Spring/Summer season from March 1 to June 20 and Fall/Winter season from September 1 to November 30.

Off-peak Usage - Tournaments/outside rentals may be scheduled outside of the above timeframes. Winter period requestors (December 1 to February 28) must submit a City application prior to April 1. Summer period requestors (June 22 to September 6) must submit a City application prior to January 25.

## E. TOURNAMENT POLICIES

1. All general rules and reservation procedures in Section VII A -D are applicable unless specified otherwise herein.
2. To qualify for Tournament rates, two or more fields must be rented for four or more hours.
3. Tournaments must be reserved at least thirty (30) days in advance.
4. Priority reservations are granted to programs of the City of Irvine, IUSD/TUSD, Irvine not-for-profit youth sports organizations, and local college and university classes. Available time may be reserved on a first-come, first-served basis within timelines noted in the Sports Tournament. Local youth sports organizations, as defined in the City of Irvine Athletic Field Allocation Procedures, qualify for Category II rates within this policy only when at least one Irvine-based team is included in a tournament bracket or flight. Flights or brackets without an Irvine-based team will be required to pay fees at the Category IV rate. Category II organizations are permitted no more than two tournaments and one youth camp/clinic per calendar year. Clinics and camps must be offered only to current program participants. Clinics and camps open to the public are subject to Category IV fees (as noted in the Sports Tournament Policy).
5. Priority will be given to applications in the order they are received. Reservations may be made after Jan. 2 for the spring and summer season, and after June 1 for the fall and winter season (Section VII A). Director or designee may approve applications in advance of the above time frames for tournaments with National or International teams participating.
6. If a confirmed user cancels a tournament at least fourteen (14) calendar days before the scheduled use, fifty percent (50%) of fees attributable to the reservation, excluding the non-refundable deposit, will be refunded. If a confirmed user cancels fewer than fourteen (14) calendar days before the scheduled use or does not appear for the event, all fees attributable to the reservation will be forfeited.
7. Tournament groups may be required to pay for additional contractor costs for trash pick-up each day of the tournament. This non-refundable fee is due at least fourteen (14) calendar days prior to the dates of use.
8. The City of Irvine requires liability insurance in the amount of \$1 million per occurrence for all tournaments. The certificate of insurance must list the City of Irvine as additionally insured, include a thirty (30) day written notice of insurance cancellation, and be accompanied by a copy of the endorsement. The certificate of insurance is due at the time of final fee payment.
9. Clean-up deposits are refunded, provided there is no damage to or defacement of the park amenities, including equipment, grass and foliage. In the event damage exceeds the amount of the deposit, the remainder of the charges will be billed to the applicant in an amount to be determined by the City of Irvine. Users must complete a Condition of Facility report with park staff immediately before and after the tournament in order for the clean-up deposit to be refunded. Failure to complete the cleaning or the report will result in a forfeiture of the cleaning deposit. Contractual cleaning costs will not be refunded.
10. Maintenance is mandatory and will be provided as follows: prior to the first game of each scheduled day on each scheduled field and 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. City staff requests staggering of game times on each field for ease of required field maintenance throughout the day. This field maintenance is mandatory and is not subject to adjustments based on applicant requests.
11. Additional services requested by the user must be approved by the Community Services Department at the time of application and may require additional fees or deposits. These services include, but are not limited to: use of the building, additional parking, public address system, tables and chairs.

**F. TOURNAMENT FEES**

	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
<u>Deposits (with/without Stadium Field)</u>			
Per Field Deposit (Non-Refundable)	NC/NC	NC/NC	\$120/\$100
Tournament Clean-up (Refundable)	NC/NC	\$120/\$100	\$375/\$300
Concession Stand Clean-up (Refundable)	\$114/NC	\$120/\$120	\$350/\$350
<u>Contractual Costs (Non-Refundable)</u>			
Trash pick-up costs per facility	NC	NC	\$96/Use
<u>Field Reservation Fees (per field per hour, see Section B, 1-2)</u>			
	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
Fields #2/A, #3/B & #4/C (Non-Lighted)	NC	NC	\$23
Fields #2/A, #3/B & #4/C (Lighted)	NC	NC	\$35
Deanna Manning Stadium #1 + any fields #2-4 (Non-Lighted)	NC	NC	\$30
Deanna Manning Stadium #1 + any fields #2-4 (Lighted)	NC	NC	\$45

**G. CONCESSION STAND**

1. The Community Services Department has first priority and reserves the right to operate the concession stands for all tournaments and events, retaining all proceeds, with no compensation to other applicants/vendors.
2. Applicants requesting use of the concession stand must complete a Community Services Department Athletic Field Application and Agreement, and a Concession Stand Request Form. Applicants must pay both the User Fee and a separate refundable Concession Stand Clean-up Deposit at least fourteen (14) calendar days prior to the tournament or event. Immediately after the event, users must complete a Condition of Facility report with park staff and return the keys, in order for the deposit to be refunded. Failure to complete the clean-up, the report, or return the keys will cause a forfeiture of the cleaning deposit.
3. A liability insurance certificate and endorsement is mandatory.
4. Security personnel (satisfactory to the City) will be required if alcohol is sold. Alcohol policies, fees, and guidelines are listed in Section I-J. The sale of alcohol is not permitted at youth events.
5. Rules and regulations for concession stands will be discussed prior to all use. The concession stand operating guidelines must be completed and signed prior to use.
6. Stadium Concession Stand Use-
  - a. Only available for events using Deanna Manning Stadium, except by permission of the Athletics Supervisor.
  - b. No seasonal rental/use is permitted except under special circumstances, including youth non-profit organizations.
  - c. Concession stand keys must be returned and the concession stand must be cleaned and inspected by Athletics Services staff prior to refund of deposit.
7. Field Concession Stand Use - Available for seasonal use, however, stand must be vacated for tournament rentals. Dates will be identified at the time of the annual field allocations.
8. Fees and Refundable Deposits (per day, per concession stand)
 

Category I & II use – No charge	Clean-up and key deposit - \$120
Category III-VI use – \$200	Clean-up and key deposit - \$350

**H. ADDITIONAL ITEMS**

1. ANNOUNCER'S BOOTH, PRESS BOX

Athletics Services must approve use of these facilities in advance. A \$200 refundable per-room deposit is required for reservations of either the press box or the announcer's booth. PA system and scorekeeping equipment is available and must be reserved in advance. Users must be trained on proper equipment use by on-site staff. Users are financially responsible for all damage to equipment.

FEES: Category I & II use – no charge      Category III – VI per use - \$56.00

2. VENDOR/EXHIBITOR POLICIES: Vendors and/or exhibitors displaying or selling items, or providing information regarding products or services for sale, must have prior approval from the Athletics Supervisor and the Tournament Host. Vendors/exhibitors must provide proof of a current City of Irvine business license. The City requires all vendors/exhibitors to pay a \$50 per-event fee (unless otherwise designated) in addition to fees charged by the Tournament Host. For information about an annual business license, call Regulatory Affairs at (949) 724-6310.

3. DEANNA MANNING STADIUM – PORTABLE OUTFIELD FENCING

A portable outfield fence is available for use on the stadium field. Requests must be made at the time of facility reservation. Users may set up and take down fence under staff supervision.

	<u>Category I</u>	<u>Category II</u>	<u>Category III-VI</u>
Fence Rental Fee	NC	NC	\$84/day
Fence Set Up Fee	\$32/Use	\$32/Use	\$64/Use
Damaged Fence Fee	\$175/10' Piece	\$175/10' Piece	\$175/10' Piece

4. TICKET SALES

Refundable cleaning and damage deposit for use of the ticket booth(s) is \$100. All tickets must be sold from ticket booth(s).

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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EFFECTIVE: 1/1/09  
REVISED: 4/15/08  
APPROVED:

## TENNIS COURT & RACQUETBALL POLICY- SECTION IX

### A. GENERAL POLICIES

The purpose of this section is to assure the availability of City tennis courts and racquetball courts for drop-in public use, and to balance the accessibility of programs for all ages and skill levels.

1. Tennis courts are located at the following parks: Bill Barber, Deerfield, Heritage, Knollcrest, Las Lomas, Lower Peter's Canyon, Northwood\*, Turtle Rock, University, Citrusglen\*, Hoepfner\*, Homestead, Racquet Club\*, Valley Oak\*. Racquetball courts are located at the following parks: Deerfield, Heritage, and University. \*These tennis courts are not available for reservations, except to the City of Irvine Community Services Department.
2. Except for commercial uses, as defined in Section E herein, courts may be reserved up to one year in advance within the current facility reservation year. Per-court deposit(s) are due upon application.
3. Policies in Section I apply to court reservations unless specifically stated otherwise in this Section. Cancellation, no-show, and change fees shall be paid as applicable.
4. Prior to court use, the applicant must provide a certificate of liability insurance in the amount of \$1,000,000 per occurrence, naming the City of Irvine as additionally insured and specifying a thirty (30) day written notice of insurance cancellation. The certificate must be accompanied by a copy of the endorsement naming the City of Irvine.
5. Courts may be reserved for tournament play. The number of days and sites for tournament play, as well as the number of courts, will be based on availability at the time of application submittal. Tournaments will be limited to one per month, and each user/organization is limited to one tournament annually.
6. The applicant's programs must not conflict with City, Irvine Unified or Tustin Unified School District programs.
7. The City limits the number of courts available for reservation at each site to assure public access. Locations and courts will be finalized upon application.
8. Applicants shall have an approved reservation in their possession on the courts during the reservation period.
9. Tennis courts are for tennis only. Tennis shoes are required. Pets, alcohol, food, sunflower seeds, gum, spitting, picnics, bicycling, skateboarding, skating, rollerblading, hockey, soccer, etc., are not permitted on the courts at any time.

### B. DROP-IN PUBLIC USE

1. Tennis and racquetball courts are available for use by the general public on a first-come, first-served basis only, without reservation.
2. Special uses/programs have priority over drop-in use. General policies and procedures are posted at each court.
3. Courts available for drop-in use will vary by site. Sites with three or fewer courts include one drop-in court; sites with four to eight courts include two drop-in courts; sites with twelve or more courts include four drop-in courts.

### C. CITY USE

Tennis and racquetball courts reserved to the City of Irvine Community Services Department for City-offered tennis programs have priority over other uses.

## D. SCHOOL DISTRICT USE - IRVINE UNIFIED AND TUSTIN UNIFIED

Tennis and racquetball court reservations are available to the Irvine Unified and Tustin Unified school districts upon application, and in accordance with the provisions as listed in the COI/IUSD/TUSD Joint Use Agreement.

## E. COMMERCIAL USE / PRIVATE LESSONS

1. For the purpose of this policy, "commercial use" means the court use by an individual or for-profit organization for conducting private or group lessons in return for compensation, including, but not limited to, donations, fees or gratuities.
2. Commercial use of no more than one (1) court per facility, per day shall be permitted on City tennis and racquetball courts.
3. All unauthorized commercial use of City tennis or racquetball courts is a misdemeanor, pursuant to City of Irvine Municipal Code section III.G.-201, which incorporates the Community Services Department Policy/Procedure Manual by reference.
4. All hourly and other fees are due and payable at the time of application.
5. Courts shall not be available for commercial use during "prime" public play times, which include 4:00 p.m. to 8:00 p.m. Monday through Friday and 6:00 a.m. to Noon on Saturday and Sunday.
6. Courts shall not be available for commercial purposes concurrent with any City, IUSD or TUSD-operated programs, and must not conflict with other programs nor impede or eliminate drop-in public usage.
7. To obtain a reservation to utilize a court for commercial use, the applicant must submit a completed and signed Facility Reservation Application Form, proof of liability insurance (A.4) and a copy of their current City of Irvine business license. The business license and the approved facility reservation must be in the possession of the applicant while on the reserved court.
8. The City reserves the right to cancel reservations up to four (4) hours prior to use, to accommodate City, IUSD or TUSD use.
9. Courts may be reserved no more than twelve (12) months in advance of use.

## F. FEE SCHEDULE

Deposit/Court: \$89

<u>Fee/Hour/Court</u>	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>
Weekdays, 8am-4pm	NC	NC	\$2	\$2	\$10	\$10
Weekdays, 4pm-10pm	NC	NC	\$12	\$16	\$21	\$26
Weekends, 7am-11am	NC	NC	\$12	\$15	\$20	\$25
Weekends, 11am-5pm	NC	NC	\$6	\$10	\$15	\$20
Weekends, 5pm-10pm	NC	NC	\$10	\$16	\$21	\$26

# COMMUNITY SERVICES

## POLICY/PROCEDURE



### PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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EFFECTIVE: 1/1/09  
REVISED: 4/15/08  
APPROVED:

## COMMERCIAL FILMING & PHOTOGRAPHY - SECTION X

### A. GENERAL REGULATIONS

1. All general rules in the Public Facilities Reservation and Fee Policy are applicable, unless specified otherwise herein.
2. Applicants must submit a City of Irvine Filming Permit obtainable from the Community Development Department (949/724-6308), along with a Facility Reservation Application. All fees are due at the time of application.
3. Liability insurance and site walk-through are required thirty (30) calendar days prior to the date of the event. Security may be required (Section I.K).
4. A copy of the script or a detailed description of the activity is required prior to approval of the application. The City of Irvine may request that screen credit be given.
5. The filming/photography location must be returned to its original condition immediately after conclusion of the filming. All reasonable safety precautions must be observed.
6. 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.
7. 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.

### B. DEPOSITS AND FEES

Deposits: Filming - \$1,000 Still Photography - \$500 (Deposit is due at time of application.)

Deposit Refunds: If the facility and/or equipment is not cleaned or is damaged due to applicant's use, the paid deposits may be partially or totally forfeited. Any cost to the City to restore the site or to repair damages, as determined by the City, will be charged to the applicant.

Fees: The applicable hourly rate or \$97 per hour will be charged, per area reserved, with the exception of pools at the William Woollett Aquatics Jr. Complex. (See Section V.B7. for rates.)

Additional Fees: In addition to deposits and rental fees, some events may require special services or staff and additional fees.

#### APPROVAL(S):

Community Services Commission Date:

Finance Commission Date:

City Council Date:

Administrative (by Lauren Buchanan) Date: 4/15/08