

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

SECTION: I
 PAGE: 1 of 36
 EFFECTIVE: 1/1/10
 REVISED: 11/1/09
 APPROVED:

The City of Irvine Facility Reservations Office is open Monday through Thursday from 7:30 am to 5:30 pm and alternate Fridays from 8:00 am to 5:00 pm. The office is closed every other Friday and on City-observed holidays. All indoor facility rentals include tables and chairs; additional equipment may be available for rent. Further information is available at (949) 724-6620 during regular operating hours.

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GENERAL POLICIES – SECTION I

The Community Services Department may from time to time establish reasonable rules, procedures, policies, or regulations governing the use and enjoyment of any park and open space area, building, structure, equipment, apparatus, or appliance thereon in order to maximize the use and enjoyment of parks by the public in addition to those contained in this division and no person shall disobey or violate same. Rules, regulations and/or policies shall be posted in conspicuous location(s) within the public parks and/or facilities for the public’s information. (Municipal Code Sec. 3-4-102)

A. FACILITY HOURS OF OPERATION

Normal operating hours are listed below. Reservations for use of any facility before or after listed hours or on holiday closure dates require prior approval, and extended-hours rates (\$45/hour/room) or applicable room rates, whichever is higher, will apply.

AQUATIC CENTERS

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

William Woollett Jr. Aquatics Center (WWJAC) 4601 Walnut Avenue, Irvine CA 92604 Mon.–Fri. 6:00 am - 8:00 pm Sat./Sun. 8:00 am - 4:00 pm	Northwood High School Aquatics Center (NHSAC) 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./Sun. 8:00 am - 4:00 pm
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BOMMER CANYON (BC)

11 Bommer Canyon Road, Irvine 92603
 Call for operating hours - (949) 724-6738

COMMUNITY CENTERS

Seven (7) 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

*NOTE: Community Center buildings may close early based on park usage.

Deerfield Community Park (DCP) 55 Deerwood West, Irvine 92604 Heritage Park Community Center (HPCC) 14301 Yale Avenue, Irvine 92604 Las Lomas Community Park (LLCP) 10 Federation Way, Irvine 92603 Northwood Community Park (NCP) 4531 Bryan Avenue, Irvine 92620	Turtle Rock Community Park (TRCP) 1 Sunnyhill Drive, Irvine 92603 University Community Park (UCP) 1 Beech Tree Lane, Irvine 92612 Woodbury Community Park (WBCP) 130 Sanctuary, Irvine, 92620
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SWEET SHADE NEIGHBORHOOD PARK (SSNP)

15 Sweet Shade, Irvine 92606
 Mon.-Sat. 10:00 am – 6:00 pm

HARVARD COMMUNITY ATHLETIC PARK (HACP)

14701 Harvard Avenue, Irvine 92606
 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	2 Ethel Coplen Way, Irvine 92612 Rancho Senior Center (RSC)
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1. Use of any indoor or outdoor sound system, including but not limited to live bands, stereos, or disc systems, is prohibited in any facility:
 - 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 City-observed holidays:

New Years Day	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
4 th of July	Christmas Eve
Memorial Day	Christmas Day
Labor 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.
4. Requests for exceptions to the present policy will be processed according to the City's sponsorship policies, available through the Facility Reservations Department.

B. BUILDING RULES

1. All reservations are subject to a one-hour minimum booking.
2. Youth-oriented events require a guest list and one (1) chaperone for every ten (10) youth participants. The guest and chaperone list must include complete names, addresses and telephone numbers. Chaperones must be 25 years of age or older. Youth-oriented events may also require wrist bands or other identification program, an additional staff person and/or security (Item K2), at the applicant's expense.
3. Smoking is prohibited at all City of Irvine facilities, except in designated smoking areas.
4. Individuals or businesses displaying or selling items, or providing a service (including bounce houses and caterers) in relationship to a reservation, must be licensed to conduct business activity in Irvine and must provide proof of a current City of Irvine Business License or purchase one for \$50 (valid for one year). Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License. The event applicant is responsible for submitting proof of Business License(s) to the on-site meeting contact or designee at time of the pre-event walk-through. Due to the nature of the service or items being displayed or sold, proof of liability insurance may be required.
5. No candles or open flames, tape, nails, staples, etc., are permitted on the walls, ceilings, windows, or furniture of any facility unless approved by the site supervisor at the time of the pre-event site walk-through. The applicant will be held responsible for any 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. Refer to the rental fee list for applicable rates.
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 use by City programs; discuss usage with the on-site meeting contact.
10. Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, and prior approval must be obtained from the on-site meeting contact.
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 as established by the Fire Marshall's Office. Events that exceed maximum limits may be shut down, and the group will forfeit their deposits and risk suspension of future reservations.
13. Reasonable accommodations will be provided for users in accordance with 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, at his/her discretion.
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. Applications and other documents may be submitted as follows:
 - Scan and e-mail to reservations@cityofirvine.org;
 - Fax to (949) 724-6608;
 - Hand-deliver to the Civic Center: 1 Civic Center Plaza, 2nd floor, Community Services, Irvine, CA 92606; or
 - Mail to Facility Reservations, P.O. Box 19575, Irvine, CA 92623-9575.
2. All fees must be paid at the time of application submittal. Payment plans may be available to on-going users in good standing.
3. Applications and all required documentation must be submitted at least 30 calendar days prior to the requested reservation date. Category II and III applicants (Item F) with 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. Requests received outside these timeframes may be granted if time and conditions allow. (See Item O for unreserved hour usage fees.)
4. 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, which for school events, is generally the Principal or Athletic Director.
5. Incomplete applications (including those missing the required backup materials) will not be accepted, and the applicant is responsible for meeting the 30-day deadline.
6. An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities, as outlined in Section F, Category II requirements.
7. Reservation times requested on 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.
8. The applicant and/or event contact person must arrange and attend a pre-event site walk-through 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.
9. The applicant and/or event contact person must be present at the event and stay on site for the entire time. These are the only persons who may request changes to the reservation.
10. 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.

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

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

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 applicants; see Section F.

D. RENEWAL

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

E. CANCELLATION AND CHANGES

1. Cancellations or changes **must** be received in writing from the applicant and/or event contact to Facility Reservations. Cancellations or changes submitted to the sites will not be honored. Submit written requests by:
 - Scan and e-mail to reservations@cityofirvine.org;
 - Fax to (949) 724-6608;
 - Hand-delivery to the Civic Center: 1 Civic Center Plaza, 2nd floor, Community Services, Irvine, CA 92606; or
 - Mail to Facility Reservations, P.O. Box 19575, Irvine, CA 92623-9575.
2. Reservation cancellation charges are processed in accordance with the following:
 - Cancellations made more than 30 days prior to the event – forfeit 5% of all payments made (excluding deposits); the remainder will be refunded
 - Cancellations or changes in facility, date, or room made fewer than 30 days prior to the original reservation date – forfeit all deposits paid
 - Cancellations or changes in facility, date, or room made fewer than 14 days prior to the original reservation date – forfeit all fees paid
 - Cancellations or changes in facility, date, or room made by Category II or III users, fewer than 14 days prior to the original reservation date – 50% of deposits made
 - For the sixth and each subsequent cancellation made by ongoing users during the reservation year - \$30 non-refundable processing fee
3. 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.
4. A fee, billed to the nearest half hour, will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at 150% of the applicable hourly room rate. Category II and III users will be billed at \$45 per hour or the applicable room rate, whichever is higher. Groups will be billed per room used.
5. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.

6. Applicant, event contact and/or participant failure to arrive at a scheduled event, and/or failure to provide written cancellation notification to the Facility Reservations office during regular business hours, will be considered a No-Show and all deposits and fees paid will be forfeited.
7. All refunds, except for returned deposits for completed events, are subject to a 5% refund processing fee.

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 assignments do not supersede any contractual arrangements between the City and any organization or business.

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 rates and other fees may apply.

Category II: IIA –Irvine-incorporated, not-for-profit, non-membership-based agencies; agencies sponsoring a public forum or candidate’s night; governmental agencies serving Irvine.

Examples: Chamber of Commerce Irvine Children’s Fund
 Families Forward County Registrar of Voters

IIB – Incorporated not-for-profit membership-based organizations with at least 57% Irvine members; incorporated not-for-profit organizations not meeting residency requirements but whose primary mission is fundraising for or providing service to Irvine residents.

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

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

- The name of one (1) authorized applicant for the agency/organization
- A copy of the agency’s/organization’s current certificate of insurance and a separate endorsement page listing the City of Irvine as additionally insured
- A copy of the organization’s State of California not-for-profit incorporation papers or tax-exempt IRS 501(c) letter and a current Irvine Business License
- A list of officers, including names, titles, addresses and telephone numbers
- A roster of current and active membership, including complete addresses with zip codes

The City of Irvine reserves the right to require additional information as necessary.

The City may relocate Category II organizations to a more appropriately-sized room or location and may modify reservation start and end times, based on actual attendance.

Category III: Irvine college and university class activities, events or programs (credit or non-credit). Irvine-based not-for-profit civic, social, and cultural/religious organizations with 51-56% Irvine residents.

Examples: Irvine Valley College Concordia, UCI
 Religious or cultural group with 51-56% Irvine residents participating

Schools 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 certificate of insurance and a separate endorsement page 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 applying under Category III must submit all the above Category II documentation to the Facility Reservations department to qualify for Category III rates, and must re-submit annually.

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

Examples: Irvine resident private event Irvine City Council candidate fundraiser

Category V: Irvine business and profit-making organizations; non-Irvine not-for-profit, civic, social and religious organizations; non-Irvine schools, their organizations and committees; non-resident private party activity.

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

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

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

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

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 the same condition as noted on the incoming Condition of Facility Report.
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. This amount will be deducted from the deposit.
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

FACILITY		CAPACITIES					HOURLY FEES BY CATEGORIES					
		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
Lakeview	Game Room	38	--	50	100	150	N/C	28	46	63	82	106
Lakeview	Homer W. Guimond Studio	--	--	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	Pat & Derrel Kay Café	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	N/C	\$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
Sweet Shade	Multi-Purpose Room 1	80	64	120	100	400	N/C	N/C	30	83	113	141
Sweet Shade	Patio (w/ MPR only)	--	--	--	20	100	N/C	N/C	14	19	26	32
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	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

Civic Center room fees are listed in Section III, Civic Center Policy.

Note: University Community Park will be closed 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 its event.
2. Liability insurance coverage in the amount of \$1,000,000 per occurrence is required for outdoor events consisting of 100 or more people. Business-related, 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 of 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 page, naming the City of Irvine as additionally insured. The Certificate of Insurance must also specify a 30-day written notice of cancellation will be forwarded to the City.
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 at (949) 724-6620 for current insurance fees.

J. ALCOHOL USE

1. Liquor liability insurance and security are required for all events serving alcoholic beverages. (See Items I-2 and I-3 above)
2. The following fees will be charged for all events serving alcoholic beverages:
 - i. Alcohol use fee (listed below)
 - ii. Liability insurance fee based on assessment of risk
 - iii. Security officer fee (fee subject to current City security contract)

3. 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

4. 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 – 350*	\$485

*Bommer Canyon only

5. 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. Please call (949) 724-6620 for current rates.
6. The applicant and/or event contact person is responsible for enforcing guidelines and ensuring City facilities are not damaged when alcoholic beverages are being served.
7. 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.
8. Alcohol may only be consumed within the facility buildings or picnic areas designated and reserved, and not beyond the perimeters of these areas.
9. 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 at (949) 724-6608 at least five (5) calendar days prior to the event.

10. The applicant is responsible for contacting Alcohol Beverage Control to obtain a license if alcohol will be sold. A letter regarding the event will be provided to the applicant to present to the Alcohol Beverage Control License office at 28 Civic Center Plaza, Room 369, Santa Ana, CA. (714) 558-4101.
11. Service to or consumption of alcoholic beverages by minors will result in immediate cancellation of the event without refund of fees. Alcohol is not allowed at events where the majority of participants are minors.
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 authorized security.
13. Alcoholic beverages may only be served within a designated area that is pre-approved by the site supervisor. Floors must be protected against damage and spills by use of a tarp. Beer kegs are allowed only with the site supervisor's approval.

K. SECURITY

1. The City reserves the right to require security guards to be present at events reserved through Facility Reservations, including but not limited to:
 - Events where alcohol is served;
 - Indoor events with an attendance of 150+
 - Outdoor events with an attendance of 200+
 - Events with an attendance of 100+ youth
2. Security guards are arranged through Facility Reservations; applicants may not provide their own security guards. One (1) guard per 100 in attendance is required. Security fees are subject to current City security contract and are non-refundable unless a written cancellation request from the applicant is received at least thirty (30) days prior to the scheduled event date. Please call Facility Reservations at (949) 724-6620 for current rates.
3. Security or additional security may be required at the discretion of the site supervisor at or after the pre-event site walkthrough if the event is considered high risk.

L. INSPECTION AND CLEAN-UP AFTER EVENT

1. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Condition of Facility Report (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 and/or event contact is responsible for the actions of all event participants and all areas of the facility utilized by them, including restrooms. The facility must be cleaned and returned to the exact condition in which it was accepted, as indicated on the Condition of Facility Report.
3. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Condition of Facility Report. This process is intended to confirm the departure time at the end of the event. If the applicant and/or event contact fails to sign the Condition of Facility Report, the full deposit may be forfeited and the City reserves the right to reject any future applications.
4. Applicants and/or event contact are responsible for removing all trash to the dumpsters at the end of their event, as well as for cleaning:
 - i) all equipment used;
 - ii) all table tops and chairs used;
 - iii) any soiled or dampened floor or carpet areas; and
 - iv) litter in restrooms.
5. All equipment, supplies, personal articles, displays, etc., must be removed immediately following clean-up; all items left at the facility will be discarded.
6. The applicant and/or event contact is responsible for payment of any costs incurred by the City due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

M. CUSTODIAL SERVICES

Custodial services are available to provide clean-up for an hourly rate, subject to the current City custodial contract.

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 and may be modified at the site walk-through meeting.

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

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

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COMMUNITY PARK USE – SECTION II

A. GENERAL REGULATIONS

1. Reservations are required for use of all City of Irvine facilities and for gatherings of 50 or more persons in a community park. Gatherings that exceed 50 persons without a reservation are subject to unreserved hours fees (Section I. O). 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. Reserved use of picnic and large group use areas, as defined in the policies, shall have precedence over any walk-on use of the same area.
3. Large-group park use is not permitted on consecutive weekend days at the same park without special approval from Community Services. Community parks are not available for large-group reservations on Memorial Day, 4th of July, and Labor Day weekends, when small resident group demand is high.
4. Large group uses require Director approval (200+ for parks, 350+ for Bommer Canyon) and applicants must complete the special event permitting process through Public Safety. Additional staffing, insurance, and security may be required at the applicant's expense. Site plans must be provided detailing attendance, activities, equipment, vendors, parking requirements, and other information that could potentially impact the park or the community.
5. 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.
6. 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.
7. 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 animal permit information, please contact the Irvine Police Department at (949) 724-7091. The applicant must also provide an approved safety and clean-up plan prior to 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.
11. Campfires and barbeques (BBQ's) are permitted only in fire pits, stoves or BBQ's provided by the Community Services Department. Other than as provided above, no persons shall make any campfire or barbeque in any public park.
12. A reservation permit is required for all commercial use of City parks and facilities. Commercial use of City parks or facilities without a permit is prohibited and is in violation of City of Irvine Municipal Code 3-4-114.

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 on the type of event

planned, the location, and the ability of the organizers to meet City requirements, the maximum allowable group size may be increased or decreased at the discretion of the Director of Community Services.

2. 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) or at www.cityofirvine.org.

<u>Park</u>	<u># Participants</u>	<u>Park</u>	<u># Participants</u>
Deerfield	75	Las Lomas 1 or 2	75
Heritage	350*	Woodbury 1 or 2	75
Turtle Rock	200	Woodbridge	75
Northwood 1 or 2	100		
Bill Barber Park			
Shelters 1-4	75		
Shelters 5-6**	75		
Amphitheater	100		
Formal Garden	250		
Informal Garden	75		

*With special approval **Available first-come, first-serve only

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+	\$400	NC	NC	\$19	\$60	\$75	\$93

BILL BARBER OR SWEET SHADE GARDENS AND HERITAGE GAZEBO 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
151-200*	\$300	NC	NC	\$15	\$42	\$53	\$66

*With special approval

PAR COURSE HOURLY FEES: Par Courses at Northwood and Deerfield Community Parks may be 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: Meadows in City of Irvine parks have been designed for passive and drop-in recreation use. On a limited basis, meadows may be available for reservation subject to all City reservation policies (see fee schedule below). Please note: all commercial use including boot camps and fitness activities require approval through the reservation process.

<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.

Extended hours fees do not apply when event does not require staffing, i.e., outdoor exercise class.

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

D. BOUNCE HOUSE POLICY

1. Bounce houses must be rented through 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. 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. A copy of the business license and liability insurance documentation must be provided to Facilities Reservations by the applicant prior to the event.
3. Use of a bounce house at a Community Park is allowed only by reservation of a picnic or outdoor area, unless the particular location permits use without a reservation.
4. Bounce house users are responsible for providing a generator for inflation of the bounce house and must supervise use. Electrical outlets may not be used.
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. Personal/private bounce inflatables and water slides are prohibited.

E. BOMMER CANYON POLICY

1. Maximum group size is 350 people, unless approved by the Director of the Community Services Department. Picnic 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 pm to 9:00 am 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 Authority 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. Trespassing beyond Bommer Canyon cattle camp property limits is prohibited.
8. The applicant and/or organization will be held financially and legally responsible for any damages to private property surrounding Bommer Canyon.
9. The staff office, smaller corral, and trail areas are off-limits.
10. Wildlife is to be protected. No wildlife should be fed, approached, harmed or disturbed. No pets are allowed.
11. Music must be turned off by midnight.
12. Smoking is allowed in designated areas only.
13. Glass containers are prohibited.
14. One (1) water faucet/drinking fountain, one (1) portable hand-washing sink, and two (2) portable toilets are located adjacent the picnic area. Showers, soap dispensers, towels and flush toilets are not available. Events with an attendance over 100 will require additional portable toilets in the amount of one (1) additional toilet per 50 persons, at the applicant's expense. Contact Facility Reservations at (949) 724-6620 to make arrangements.

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 organizations 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

F. POST-EVENT INSPECTION AND CLEAN-UP

1. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Condition of Facility Report (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 and/or event contact is responsible for the actions of all event participants and all areas of the facility utilized by them, including restrooms. The facility must be cleaned and returned to the exact condition in which it was accepted, as indicated on the Condition of Facility Report.
3. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Condition of Facility Report. This process is intended to confirm the departure time at the end of the event. If the applicant 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 and/or event contact are responsible for removing all trash to the dumpsters at the end of their event.
5. All equipment, supplies, personal articles, displays, etc., must be removed immediately following clean-up; all items left at the facility will be discarded.
6. The applicant and/or event contact is responsible for payment of any costs incurred by the City due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

G. SPECIAL EVENTS

Events in excess of 200 attendees as well as sporting events, carnivals, circuses and rodeos may require any or all of the following, as determined by the Community Services Manager responsible for Facility Reservations or designee, and based on the nature of the event:

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

H. 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. A full-cost analysis will be completed following every three (3) three-year cycles (i.e., every 9 years), and more frequently as the current situation may demand. Fees may or may not be adjusted as a result of the full-cost analyses.

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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 facility. The following procedure protects the integrity of the Civic Center and preserves space for governmental functions, while allowing citizen access for civic functions. 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.
3. The Irvine Civic Center may be available for a single/one time use during normal operating hours to Category II or Category III facility users in good standing who are unable to locate other City space.
4. The Irvine Civic Center may be reserved at applicable rates 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 am-5:30 pm, Monday-Thursday, 8:00 am-5:00 pm, Friday, with every other Friday closed. After-hours building access must be pre-arranged with the Civic Center Facilities Reservations Coordinator.
7. City of Irvine Category I applicants must provide their own staff for all events they schedule or co-sponsor during operating hours. During non-operating hours, Civic Center Facility Reservations staff may be assigned and the applicant/department may be charged a fee of \$18/hour to cover the associated staff costs.
8. 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.
9. 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.
10. Meeting supplies, such as dry markers, paper, flip-chart pads, presentation materials and the like are the responsibility of the applicant.
11. Alcoholic beverages are prohibited.
12. Custodial services may be required for after-hours, closed-Friday and weekend events.
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 the Civic Center Facilities Reservations Coordinator at (949) 724-6671.

B. FACILITY INFORMATION

1. City Council Chamber

Fixed seating for 178.

Food and/or drinks are not allowed in the Council Chamber. The Council Chamber Conference Room, L103 (located directly behind the Council dais) is for City staff use only and is reserved through the City Manager's office.

2. Conference and Training Center (CTC)

Accommodates 80 if classroom or banquet style; 100 if theater style; 34 if U-shape style. Food and drinks allowed.

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.

3. Service Kitchen

The Service Kitchen must be reserved on the application. Applicants must provide their own supplies (coffee, utensils, etc.). The kitchen has outside access to the secured parking area for catering needs; access must be arranged in advance.

4. Lobby

Accommodates 300 standing; food and drinks are allowed.

A plan for any lobby event must be submitted for approval along with the application. The plan must include: security/crowd control, decorations, catering, audio-visual needs and publicity samples. Ticketing may be required for crowd control.

5. Piazza

The piazza is available both with and without reservations; however, making a reservation will assure space and appropriate accommodations are available for the planned activity.

For reserved dates, applicants must submit for approval, along with the application, a plan that includes: security/crowd control, decorations, catering, audio-visual needs, publicity samples and signage. Ticketing may be required for crowd control. Additional fees may be charged if access to the Civic Center building is necessary, i.e., restroom access.

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

6. Irvine City Hall Combo

Combined usage of City Council Chamber, CTC, L102, L104, Kitchen, and Lobby; all individual-room requirements apply.

7. Civic Center Lawn

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

8. First Floor Conference Room (L102) (Room may be divided as L100 and L101).

Accommodates 36 if classroom style, 40 if theater style, 28 if meeting style, 24 if U-shape style. Food and drinks are allowed.

C. USE FEES

Room/Location	Capacities	Deposit	Cat. I	Cat. II	Cat. III	Cat. IV	Cat. V	Cat. VI
Council chambers	Fixed seating: 178	\$400	\$43	\$51	\$66	\$88	\$113	\$145
CTC	Banquet/Classroom: 80 Theater: 100 U-shape: 34	\$200	\$43	\$51	\$66	\$88	\$113	\$145
Kitchen	--	\$50	\$3	\$6	\$9	\$12	\$17	\$20
Lobby	Standing: 300	\$150	\$43	\$44	\$60	\$77	\$99	\$129
Piazza	More than 250**	\$400	NC	\$53	\$74	\$99	\$131	\$167
Combo	--	\$900	\$155	\$191	\$250	\$324	\$421	\$545
L102*	See B-8 above	\$150	\$36	\$45	\$60	\$77	\$99	\$129
L104	Meeting: 10	\$100	\$30	\$38	\$48	\$62	\$79	\$102
Front Lawn	Non-commercial use only	\$200	NC	NC	NC	\$10	\$14	\$18

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

**With special approval

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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. Any remaining items will be discarded.

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 Only</u>	<u>Show Mobile with Stage</u>
Monday-Friday, 7:00 am-3:30 pm	\$485	\$1,605
Weekends	\$720	\$2,640

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. Contact Facility Reservations at (949) 724-6620 for current rates.

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AQUATICS FACILITIES – SECTION V

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this section.
2. A completed Aquatics Application and Agreement form must be submitted to the William Woollett Jr. Aquatics Center for all reservation requests. All policy requirements must be met and all paperwork must be completed prior to reservation approval, and received by the Aquatics Supervisor or designee no fewer than fourteen (14) calendar days prior to the event.
3. 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.
4. A confirmed reservation for pool use may be cancelled by the Aquatics Supervisor or designee when a user is out of compliance with any of the established City of Irvine policies. 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.
5. 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.
6. 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. Aquatics Center at (949) 724-6717.
7. City parking regulations (pick-up and drop-off, red zone and handicap parking) are strictly enforced at all times in areas near the aquatics centers. Pool users are required to display pool parking decals during the school year.
8. 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.
9. 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.
10. 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.
11. All pool use must be supervised by individuals meeting the certification guidelines (see D below). Certificates must be approved by the Aquatics Supervisor or designee and kept on file at the site.
12. 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.

13. 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 centers and surrounding grass areas upon completion of their reservation.
 - a. Aquatics center 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 removing all trash in classrooms and/or concession stands to the dumpsters at the end of their event, as well as for cleaning:
 - All facilities and equipment used, including counter areas, tabletops and chairs;
 - Soiled or dampened carpet areas; and
 - All amenities and equipment used (i.e., kitchen, refrigerator, stove, oven, sinks, restrooms).
 - c. All equipment, supplies, personal articles, displays, etc., must be removed immediately following clean-up. Any supplies left at the facility will be discarded.
14. Any damages to or defacement of aquatics centers 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 NHSAC 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, deposits 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 to process 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. All Category IV-VI users must pay deposits.

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. Costs for lifeguards and support personnel 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>
Normal Operating Hours						
<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

Category I Category II Category III Category IV Category V Category VI
Non-Operating Hours

Woollett

▪ 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

Northwood

▪ Competition Pool	N/C	\$79	\$79	\$84	\$90	\$96
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5. SPECIAL EVENT, TOURNAMENT, CLINIC AND CAMP FEES

- a. Applications for swim meets, tournaments, special events, clinics and camps will be reviewed on a case-by-case basis, with consideration given to the impact on other programs and the impact on the Irvine community. Upon approval by the City of Irvine, event applications will be submitted to the Irvine Aquatics Advisory Board for approval. Category I, II, and III organizations must submit applications separate from the allocation process, and are subject to all requirements of Section F in this policy.
- b. Events and tournaments drawing tourism to Irvine aquatics centers with out-of-town athletes, teams, officials, spectators, and staff, must meet the requirements below to qualify for Category II-V rates. Tournament and event organizers who do not meet these requirements will be invoiced in accordance with Category VI rates.
 - 1. Organizations must contact and work with the Irvine Chamber Visitors Bureau (949) 660-9112 x112 to secure room reservation contracts with Irvine hotels. Organization must provide documentation of signed hotel contracts to the City.
 - 2. Tournament organizers directing teams to lodging and accommodations must direct patrons to Irvine accommodations and provide documentation to City staff demonstrating these efforts.
- c. Event Staff: Organizations requesting use of the aquatics centers for aquatic special events (swim meets, tournaments, water shows or other competitions) must pay:
 - Hourly Pool Use Fee (above);
 - Hourly rate for staff required for appropriate supervision;
 - Hourly rate for lifeguard services; and
 - Per-day rates for use of the concession stand areas and equipment (listed below).

d. Concession Stand:

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

- e. Vendors: Vendors may sell merchandise at events only with prior approval of the City of Irvine and the host organization. Vendors must provide proof of a current City of Irvine Business License. The City of Irvine requires each vendor to pay a \$50 Vendor Permit fee per event, in addition to any fees imposed by the host aquatic club.
- f. Equipment: Groups requesting the use of the aquatics centers for aquatic special events may 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 System	\$200	N/C	\$117	\$151	\$175	\$233	\$293
Water Polo System	\$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 and clinic/camp instruction to their members; 10% or 15% of the gross revenue will be due to the City respectively, and instruction must be conducted during the organization's allocated time. All other policies must be met as outlined in Section E.

7. COMMERCIAL FILMING USE AND FEES

Requests for access to Irvine aquatics centers for commercial filming will be considered subject to all policies outlined in the Public Facilities Reservation and Fee Policy-Section I, the Aquatic Center Policy-Section V and the Commercial Filming & Photography Policy-Section IX. Applicants will be required to pay daily filming fees, in addition to the hourly pool reservation fees (see B.4 above) and an hourly rate for personnel necessary to appropriately supervise and provide lifeguarding services for the event. Applications will not be approved until the following non-refundable daily filming fees are received:

Still Photography	\$500/day	Video Photography	\$1,000/day
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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 by the Supervisor 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 all staff costs incurred 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 by the Supervisor in the enforcement of this policy.

C. 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 centers, and fees are charged to the organization utilizing the service (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 scheduled for Category I, II, or III organizations.
2. All coaches have completed and provided current proof of all required certificates. Copies of all certificates shall remain on file at the William Woollett Jr. Aquatics Center (see "Certification Guidelines" below). Requirements must be completed prior to the beginning of activities.
3. The activity or event involves no more than two (2) groups or teams.
4. An approved Aquatics Facility Application and Agreement is on file at the William Woollett Jr. Aquatics Center.

D. CERTIFICATION GUIDELINES

Category I, II, and III organizations:

All pool usage must be supervised by personnel holding the following current certifications, approved and on file at the William Woollett Jr. Aquatics Center. In the absence of certified applicant personnel, certified staff may be hired through the William Woollett Jr. 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 must be submitted to the Aquatics Supervisor before an individual may begin coaching or giving instruction at the aquatics centers. Coaches are responsible for maintaining on file at the aquatics centers current certifications required for their position.

E. CLINICS, CAMPS AND INSTRUCTION

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

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

F. SCOPE OF RESPONSIBILITY - GROUPS I, II, and III

All groups or organizations on the aquatics centers premises are responsible for knowledge of and adherence to all requirements included in the Aquatics Facility Users Handbook. The hosting group will be responsible for the actions of the visiting team's participants while within the aquatics center premises. Category I-III organizations are responsible for setting up and cleaning up all events.

G. POOL COVER USE POLICY

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

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 centers staff will provide written instructions and training on the use of the covers and reels to each team coach, who may then instruct team members and/or other adults on use of the covers and reels. A trained adult, 18 years or older, must be on deck to supervise the uncovering/covering of the pool(s) at all times.

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

2. Liabilities and Disclaimers

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-10 above.

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 cover policy occurs, a fee of one (1) 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 by the supervisor in the enforcement of this policy.

H. EQUIPMENT USE AND STORAGE

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

I. WILLIAM WOOLLETT JR. AQUATIC CENTER – CLASSROOM

1. GENERAL POLICIES AND FACILITY USE REGULATIONS

- a. All William Woollett Jr. Aquatics Center classroom use is reserved through the Aquatics Coordinator, (949) 724-6783.
- 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 meet with the site supervisor at the facility, and must be present at the event. The site meeting appointment should be scheduled at least seven (7) calendar days prior to the event. Failure to complete a site meeting could result in cancellation of the event and forfeiture of fees and deposits. The applicant, event contact person, or other individual authorized to reserve the facility are the only persons who may request changes to the reservation.
- 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 classroom.
- f. Any vendor displaying items or providing a service must have Department 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, vendor permit, 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 classroom.
- 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 identified 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 ensure 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 removing all trash to the dumpsters at the end of their event, as well as, for cleaning:
 - 1). All equipment used;
 - 2). All table tops and chairs used;
 - 3). Soiled or dampened floor or carpet areas; and
 - 4). Litter in restrooms.

All equipment, supplies, personal articles, displays, etc., must be removed immediately following clean-up; all items left at the facility will be discarded.

At the end of the rental and clean-up period, the applicant or event contact person must 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. CLASSROOM HOURLY RESERVATION 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.

	Deposit	Rental Fee
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 applicant's use, deposits 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 (5) 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 at (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.

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REVISED: 11/1/09
APPROVED:



FIELD POLICY - SECTION VI

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this Section.
2. 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. Requests for reservation of sports fields are taken beginning at 8:00am on July 1st each year. Requests can be made through the Athletics office by calling (949) 724-6830. These requests will be compiled as received, into an Annual Interest List. Reservations will be processed on a first-come, first-served basis. Priority will be given to those applicants appearing first on the Annual Interest List for fields available on the day and hour of choice. The City reserves the right to determine which days, times, fields, and field sizes will be reserved, based on other scheduled use, wear, and maintenance issues.
3. All applicants must complete an 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.
4. Reservation fees will be refunded for cancellations made by the applicant at least three (3) working days prior to scheduled use. Refunds will not be granted for “no-shows” or requests made fewer than three (3) 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.
5. Applicants must clean up the field, dugouts, and surrounding grass areas upon completion of reservation. Any damage or defacement to park amenities will be billed to the applicant as determined by the Athletics Section.
6. All reservations require liability insurance as described in this document. At the discretion of the Athletics Section, private party reservations for field use consisting of one (1) or two (2) dates may be exempt from this requirement. Liability insurance is required in the amount of \$1 million per occurrence. The certificate of insurance must name the City of Irvine as the certificate holder and as an additional insured on the policy. The certificate must be accompanied by an endorsement also naming the City of Irvine as additional insured. Insurance requirements must be fulfilled prior to approval of the application and a thirty (30) day written “notice of insurance cancellation” clause is required.
7. Requests for commercial use of City fields will be granted only for 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 sports field or facility by an individual or for-profit organization conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations, and/or gratuities. Unauthorized use of City property for profit is illegal. (Irvine Municipal Code section 3-4-114)
8. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Athletics Supervisor. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited. (Irvine Municipal Code section 3-4-120)

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 as appropriate for scheduled reservations. 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 prohibited without an approved City application (see Section VII A-11). While reservations may be approved for field use at 7:00 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 C (Veterans Day and Martin Luther King Day).
- Non-operating Hours:** All hours before or after normal operating hours will be billed at \$45 per field and 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.
- 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 buildings, additional parking, public address system, porter services for restrooms, extra trash removal, and other equipment (tables/chairs/canopies, etc.)

C. FIELD FEE SCHEDULE

Rates are per field, per hour.

- 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' Baseball Field	NC	NC	\$18	\$27	\$33	\$45
Deanna Manning Stadium	NC	NC	\$26	\$38	\$51	\$64
Other Sports Fields	NC	NC	\$16	\$25	\$30	\$37

- 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' Baseball Field	NC	NC	\$32	\$41	\$53	\$65
Deanna Manning Stadium	NC	NC	\$40	\$52	\$71	\$84
Other Sports Fields	NC	NC	\$30	\$39	\$50	\$57

- WINDROW PARK AND RYAN LEMMON STADIUM:**

Special Use Fees for off-season high school baseball leagues. Fees are for lighted and non-lighted use.

<u>Hourly Fees</u>	<u>Category I & II Use Only</u>
No Charge	Irvine high school vs. Irvine high school
\$14	Irvine high school vs. non-Irvine high school
\$27	Non-Irvine high school vs. non-Irvine high school

Irvine Unified School District (Category I) requests for lighted hours at Windrow Park will be invoiced at \$14 per hour for each field reserved.

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 applicants/vendors.
2. Applicants requesting use of a concession stand must complete an 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 are 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 reviewed and signed prior to use.
6. Stadium Concession Stands (Deanna Manning Stadium & Ryan Lemmon Stadium):
 - a. Only available for events using stadium, except by permission of the Athletics Supervisor.
 - b. Seasonal rental/use is not 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. Concession Stand Use - Available for seasonal use, however, facilities 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 - \$100
Category III-VI use – \$150	Clean-up and key deposit - \$300

E. ADDITIONAL ITEMS

1. City parking regulations will be enforced at all times near City and School District athletic fields.
2. Motorized vehicles may be permitted in designated areas of park 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, and vehicles loading and unloading of supplies. Once loading is complete, vehicle must be returned to the parking lot.
3. All requests for additional equipment such as generators, pitching machines, home run fencing, tents, gazebos, concession equipment, etc., must be approved at the time of application and must meet all requirements as outlined in the City of Irvine's policies, procedures, and Municipal Codes.
4. 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 Vendor Permit fee per event, in addition to fees charged by the tournament host. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.
5. Batting cages are reserved and allocated as available to Category I & II organizations only. Special rules and regulations apply; additional information is available by contacting the Athletics Supervisor at (949) 724-6661.
6. Windrow Park fields #1 and 2 are designated for 90' hardball baseball play only, for ages 18 years and younger.
7. The City of Irvine values organizations providing youth coaches with training in positive coaching techniques, to ensure each child's self esteem is a primary goal of all activities. 8. Category II allocations of field space are provided for regular practices and games scheduled for local youth sports organizations. Any clinic, camp, or tournament requested by Category II organizations will be subject to the policies and fees as outlined in the Sports Tournaments, Clinics and Camps Policy – Section VII.

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REVISED: 11/1/09
APPROVED:

SPORTS TOURNAMENTS, CLINICS AND CAMPS – SECTION VII

A. GENERAL REGULATIONS

1. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this Section.
2. To constitute a tournament, a minimum reservation of two (2) fields for four (4) hours each day is required.
3. Priority for tournament reservations is granted to City of Irvine programs, Irvine Unified School District programs as described in Joint Use Agreements, and Category II youth sports organizations. Event requests will be considered on a first-come, first-served basis according to timelines in Section A. 9 (below).
 - A. Category II Youth Sports Tournaments
Local youth sports organizations (as defined in the City of Irvine Athletic Field Allocation Procedure) may host a maximum of two (2) tournaments per calendar year. Category II tournament rates apply only to brackets or flights involving at least one (1) Irvine-based team. All brackets or flights not involving an Irvine-based team will be invoiced at Category IV tournament rates.
 - B. Category II Youth Sports Clinics and Camps
Local youth sports organizations (as defined in the City of Irvine Athletic Field Allocation Procedure) may host one (1) clinic or camp per calendar year at Category II camp/clinic rates. To qualify for Category II rates, the camp or clinic must be available only to current participants. All other camps or clinics offered by Category II organizations will be invoiced as follows:
 - \$10 for each non-resident participant; and
 - 10% of the registration fee or \$10/hour per field, whichever is greater.
 Clinics and camps may not exceed 50 participants per field. Exceptions may be granted, upon written approval of the Athletics Supervisor.
4. Tournament applicants must complete a Community Services Department Athletic Field Application and Agreement, which must be received at least thirty (30) calendar days in advance of the requested reservation date. Requests received fewer than thirty (30) calendar days in advance will be granted as conditions allow.
5. Applications must be accompanied by a \$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 use dates. Priority will be forfeited and fields will be reallocated if deposits and fees are not paid on time.
6. Applicants cancelling tournaments more than 14 days in advance will receive a refund totaling 50% of all paid fees and 100% of all refundable deposits paid. Applicants will not receive refunds of any prepaid fees or deposits of any kind for tournaments cancelled fewer than 14 days in advance.
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 sports fields for tournaments 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 as received, beginning January 2, for the Spring/Summer period, and May 1 for the Fall/Winter period. Requests from Category I and II users will have priority.
 - a. Tournament applications from Category I & II organizations requesting a returning tournament for the same time period will receive first priority. This priority may be relinquished to organizations not meeting all requirements described in 9C below. Priority for returning tournaments of Category I & II organizations in good standing will

only be relinquished upon the written request of the sponsoring organization. This process does not guarantee fields for a requested tournament; it only grants an organization first priority for consideration.

- b. Applications will be approved as fields are available and as tournaments provide a positive impact on the community. The Community Services Superintendent may approve applications in advance of above timeframes for destination sports tournaments drawing tourism to the Irvine community.
- c. Sports tournaments drawing tourism to Irvine with out-of-town teams, officials, spectators, and staff must meet the requirements below to qualify for tournament rates within this policy.
 1. Organizations must contact and work with the Irvine Chamber Visitors Bureau (949) 660-9112 x112 to secure room reservation contracts with Irvine hotels. Organization must provide documentation of signed hotel contracts to the City.
 2. Tournament organizers directing teams to lodging and accommodations must direct patrons to Irvine accommodations and provide documentation to City staff demonstrating these efforts.

Tournament organizers not meeting these requirements will be invoiced according Category VI rates as described in the Field Policy (Section VI, Item C).

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. Requests for commercial use of City fields will be granted only for 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 sports field or facility by an individual or for-profit organization conducting sports clinics/camps, lessons, private training, concerts, assemblies, meetings, etc. in return for compensation, including, but not limited to, fees, donations, and/or gratuities. Unauthorized use of City property for profit is illegal.

B. FIELD USE

1. Softball Tournaments – Some fields suitable for softball play include baseball mounds. At the discretion of the Community Services and Public Works Departments, these mounds may be removed and rebuilt following the tournament upon request of the applicant. All costs associated with removal and rebuilding of mounds will be billed to the applicant.
2. Bases and goal posts will be provided, however soccer nets are not guaranteed. Soccer field sizes are determined by the Community Services Department. Additional fees may be incurred if a group requests a different size.
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 field maintenance throughout the day. Schedules, activities, and applicant requests will not alter required field maintenance work.
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 during normal operating hours as listed below, and will be staffed consistent with 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 7:00 a.m. – 10:00 p.m.*

Unlighted Sports Fields 7:00 a.m. – Dusk

*Please note: Activities extending beyond 10:00 p.m. are invoiced at Non-Operating Hour rates.

6. Holidays: City of Irvine sports fields are closed on City-recognized holidays. Category II-VI applicants may complete

an application and reserve fields for tournaments on City holidays at a charge of \$45 per hour per field or \$150 per hour per site, whichever is lower. The following City holidays are exceptions and available at regular reservation rates as identified in Section C (Veterans Day and Martin Luther King Day).

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. 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. <u>FIELD FEES</u> - 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' Baseball Field	NC	NC	\$30
Deanna Manning Stadium	NC	NC	\$30
Other Sports Fields	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	\$50
Deanna Manning Stadium	NC	NC	\$50
Other Sports Fields	NC	NC	\$43

D. CONCESSION STAND

1. The Community Services Department has first priority and reserves the right to operate concession stands for all tournaments and events, retaining all proceeds, with no compensation to other applicants/vendors.
2. Applicants requesting use of a concession stand must complete an Athletic Field Application and Agreement, and a Concession Stand Request Form. Approved use of a concession stand will be subject to all conditions as outlined in Field Policy Section VI-D.

E. 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 buildings, additional parking, public address system, porter services for restrooms, extra trash removal, and other equipment (tables/chairs/canopies, etc.)
3. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Athletics Supervisor. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited (pursuant to Irvine Municipal Code section 3-4-120).
4. Motorized vehicles may be permitted in designated areas of park 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, and vehicles loading and unloading of supplies. Once loading is complete, vehicle must be returned to the parking lot.
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. All requests for additional equipment such as generators, pitching machines, home run fencing, tents, gazebos, concession equipment, etc., must be approved at the time of application and must meet all requirements as outlined in the City of Irvine's policies, procedures, and Municipal Codes.
7. 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 Vendor Permit fee per event in addition to fees charged by the tournament host. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.
8. Batting cages are reserved and allocated as available to Category I & II organizations only. Special rules and regulations apply; additional information is available by contacting the Athletics Supervisor at (949) 724-6661.

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 fields #1 and 2 are for 90' hardball baseball play only, for ages 18 years and younger.

COMMUNITY SERVICES

POLICY/PROCEDURE

PUBLIC FACILITIES RESERVATION AND FEE POLICIES

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APPROVED:



COURT POLICY- SECTION VIII

A. GENERAL POLICIES

1. The purpose of this section is to assure availability of courts for drop-in public use and to balance the accessibility of programs for all ages and skill levels. All general rules and reservation procedures in this Public Facilities Reservation and Fee Policy – Section I are applicable unless specified otherwise in this Section.
2. All reservations require liability insurance as described in these policies. Private party reservations for court use for no more than two (2) dates may be exempt from this requirement at the discretion of the Athletics Section. Liability insurance is required in the amount of \$1 million per occurrence. The certificate of insurance must name the City of Irvine as the certificate holder and as additionally insured on the policy. The certificate must be accompanied by an endorsement also naming the City of Irvine as additional insured. Insurance requirements must be fulfilled prior to approval of the application and a thirty (30) day written “notice of insurance cancellation” clause is required.
3. Courts must be reserved for tournament play. The number of days, sites, and number of courts for tournament play will be based on availability at the time of application. Tournaments will be limited to one (1) per month, and each organization is limited to one (1) tournament annually.
4. Courts must be reserved for all activities associated with league play. The number of days, sites and number of courts for league play will be based on availability at the time of application.
5. The applicant’s program must not conflict with City or school district programs.
6. The City limits the number of courts available for reservation at each site. Locations and courts will be finalized upon application approval.
7. Applicants shall have an approved application in their possession on the courts during the reservation period.

B. DROP-IN PUBLIC USE

1. A limited number of courts are available for use by the general public on a first-come, first-served basis, without reservation.
2. Special uses/programs have priority over drop-in use. General policies and procedures are posted at each court.
3. A group may not monopolize court play and deny access to other patrons waiting to play. When others are waiting, all players and group members must vacate the court when time limits expire. If no one is waiting, players may continue to play until others arrive.

C. CITY USE

Courts reserved to the City of Irvine Community Services Department for City-offered programs have priority over other uses.

D. SCHOOL DISTRICT USE - IRVINE UNIFIED AND TUSTIN UNIFIED

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

E. COMMERCIAL USE / PRIVATE LESSONS

1. Requests for commercial use of courts will be granted only for businesses and 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 tennis, racquetball, or basketball court by an individual or organization conducting tennis clinics/camps, lessons, private training, tournaments, assemblies, meetings, etc., in return for compensation, including, but not limited to fees, donations, and/or gratuities.
2. All unauthorized commercial use of City courts violates City of Irvine Municipal Code 3-4-114 and is illegal. All commercial activities on City of Irvine tennis and racquetball courts require written approval and a permit from the Community Services Department.
3. All hourly and other fees are due and payable at the time of application.
4. Courts shall not be available for commercial use during “prime” public play times (4:00 p.m. to 8:00 p.m., Monday through Friday and 6:00 a.m. to noon on Saturday and Sunday).
5. Courts are not available for commercial purposes concurrent with any City, IUSD or TUSD-operated program, and must not conflict with other programs nor impede or eliminate drop-in public usage.
6. To obtain a reservation for commercial use of a court, the applicant must submit a completed and signed Facility Reservation Application Form and provide 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.

F. BASKETBALL

1. Basketball courts are available for reservation for programs offered and/or sponsored by the City of Irvine.
2. Basketball courts are available for reservation on a limited basis for local youth not-for-profit basketball organizations. Courts reserved for these organizations will be limited to the winter basketball season (November through May).
3. Basketball courts are primarily available for basketball activities (primary activity). Courts may be used for other activities, but must be yielded within ten (10) minutes upon request from patrons interested in using the courts for basketball activities.
4. Basketball courts are covered/painted with a special surfacing which can be damaged by other activities. Access may be denied for activities defacing or causing damage to the courts. Pets, alcohol, food, sunflower seeds, gum, spitting, bicycles, skateboards, skates, rollerblades, hockey, soccer, etc., are not permitted on the courts at any time.
5. City staff reserve the right to deny use of the courts for activities deemed hazardous to participants or other park patrons.

G. RACQUETBALL

1. Racquetball courts are available for reservation on a limited basis at the following parks: Deerfield, Heritage, Woodbridge and University.
2. Racquetball courts are primarily for racquetball, handball and paddleball use (primary activities). Courts may be used for other activities, but must be yielded within ten (10) minutes upon request from patrons interested in using the courts for primary activities.
3. City staff reserve the right to deny use of the courts for activities deemed hazardous to participants or other park patrons. Access may also be denied for activities defacing or causing damage to the courts.
4. For your safety, eye guards and racquet wrist straps are strongly recommended. Racquet wrist straps should be properly secured around the wrist while playing.
5. Metal racquets must be equipped with racquet guards and players should refrain from striking the wall and floor surfaces of the courts.

H. TENNIS

1. Tennis courts are available for reservation at the following parks: Bill Barber, Deerfield, Heritage, Knollcrest, Las Lomas, Lower Peter’s Canyon, Turtle Rock, University, and Homestead.
2. Tennis courts are for tennis only. Tennis shoes with non-marking soles are required. Pets, alcohol, food, sunflower seeds, gum, spitting, picnics, bicycles, skateboards, skates, rollerblades, hockey, soccer, etc., are not permitted on the courts at any time.
3. Courts available for drop-in use will vary by site. Sites with three (3) or fewer courts include one drop-in court; sites with four (4) to eight (8) courts include two (2) drop-in courts; sites with 12 or more courts include four (4) drop-in courts.

I. FEE SCHEDULE

Tennis

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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COMMERCIAL FILMING AND PHOTOGRAPHY - SECTION IX

A. GENERAL REGULATIONS

1. All general rules in the Public Facilities Reservation and Fee Policy are applicable, unless specified otherwise herein. Additional fees for facility or park area rental may apply.
2. Applicants must submit a City of Irvine Filming Permit obtainable from the Community Development Department; call (949) 724-6308 for more information. In addition, applicants must also submit a Facility Reservation Application for filming on City property. All fees are due at the time of application.
3. Liability insurance and site walk-through are required thirty (30) calendar days prior to the date of the event or within two (2) days of approval of application, whichever is earlier. Security may be required (Section I.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

1. Deposits: Filming - \$1,000 Still Photography - \$500 (Deposit is due at time of application.)
2. 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.
3. Students engaged in filming and photography as a class assignment may present a permission letter from their instructor, and if approved, will be charged at appropriate school category rates and deposits will be waived.
4. Fees: The applicable hourly rate or \$97 per hour, whichever is higher, 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) Date: 11/1/09