

CITY COUNCIL RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, REVISING THE METHOD OF INCREASING RESERVATION FEES AND AMENDING THE ATHLETICS FACILITY RESERVATION POLICY AND THE AQUATICS FACILITY RESERVATION POLICY IN ACCORDANCE

WHEREAS, the City of Irvine's Community & Library Services Department is responsible for managing the City of Irvine parks and facilities for the enjoyment of the public; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and implement certain fees and charges for municipal programs and services provided that such fees and charges are imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property; and

WHEREAS, pursuant to Section 3-4-102 of the Irvine Municipal Code, the Community & Library 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”; and

WHEREAS, the City has policies that govern certain types of fees for the Community & Library Services Department’s programs, services, activities, and facilities, such as the “Cost Recovery Policy for Community Services Programs, and Services” (updated on June 11, 2019, through City Council Resolution 19-52), the “Community Facilities Reservation Policy” (updated on November 12, 2025, through City Council Resolution 25-131), “Aquatics Facility Reservation Policy,” (updated on August 13, 2019, through City Council Resolution 19-79), “Athletics Facility Reservation Policy” (updated on August 13, 2019, through City Council Resolution 19-79), and the “Orange County Great Park Facility Reservation Policy” (adopted May 22, 2018, through City Council Resolution 18-43); and

WHEREAS, the City also has a policy governing field allocation and fees for the Great Park Sports Complex, entitled “Great Park Sports Complex Field Allocation and Fee Policy” (updated on April 11, 2023, through City Council Resolution 23-24) that follows a City Council approved cost recovery fee structure; said policy and fees shall not be amended or otherwise altered by this Resolution; and

WHEREAS, the City Council desires to standardize the annual increases to reservation fees across City facilities, with the exception of the reservation fees for the Great Park Sports Complex; and

WHEREAS, the City Council also desires to amend the Athletics Facility Reservation Policy, Exhibit A, and the Aquatics Facility Reservation Policy, Exhibit B, in order to remove reference to the method of increasing fees; and

WHEREAS, the Finance Commission of the City of Irvine has considered the information presented by the Community & Library Services Department, and other interested parties at a duly public meeting held on June 1, 2026; and

WHEREAS, the Community and Library Services Commission of the City of Irvine has considered the information presented by the Community & Library Services Department, and other interested parties at a duly public meeting held on June 3, 2026; and

WHEREAS, notice of a public hearing of the City Council concerning the proposed fees was posted in accordance with State law; and

WHEREAS, at its regular meeting on June 9, 2026, the City Council considered and provided an opportunity for members of the public to comment on the proposed fees and methodology for fee increases; and

WHEREAS, the City Council has considered the staff report, staff presentation, the recommendations of the Finance Commission and all of the information, evidence, and testimony received at the June 9, 2026, City Council meeting.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The adoption of this Resolution does not constitute a “project” for purposes of the California Environmental Quality Act, and, therefore, no environmental assessment is required.

SECTION 3. The City Council hereby approves and authorizes the Community & Library Services Department to implement increases to reservation related fees and deposits, including reservation fees, processing fees, and deposits, of up to ten percent (10%) annually (rounded up to the nearest whole dollar) commencing on January 1, 2027, for all reservation related fees across City facilities, with the exception of the reservation fees for the Great Park Sports Complex, which follow a City Council approved cost recovery fee structure. Such annual fee increases shall include a zero percent floor with no decrease in amount.

SECTION 4. The City Council hereby amends the Athletics Facility Reservation Policy by replacing the first subsection, entitled “Fees and Payments” of Section 7.0, entitled “FEES, PAYMENTS, DEPOSITS, AND INSURANCE” to read in its entirety as follows:

With the exception of tournaments, reservation fees must be paid 14 days prior to the reservation. Tournament fees must be paid no later than 30 days prior to the event.

SECTION 5. The City Council hereby amends the Aquatics Facility Reservation Policy by removing in its entirety the first subsection, entitled “Fees” of Section 7.0, entitled “FEES, PAYMENTS, DEPOSITS, AND INSURANCE.”

SECTION 6. Based on the evidence presented to it, the City Council finds the fees adopted by this Resolution are charges imposed for use of local government property or the rental of local government property. As such, they are not a “tax” under Propositions 26 or 218. (Cal. Const. Art. 13C, § 1(e)(4).)

SECTION 7. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 8. The City Manager, or designee, is hereby authorized and directed to take such other and further actions, and execute such other and further documents, as are necessary and proper in order to implement this Resolution on behalf of the City.

SECTION 9. This Resolution shall take effect immediately upon its adoption.

SECTION 10. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 9th day of June 2026.

MAYOR OF THE CITY OF IRVINE

ATTEST:

CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF IRVINE)

I, CARL PETERSEN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the City Council of the City of Irvine on the 9th day of June 2026, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

CITY CLERK OF THE CITY OF IRVINE



PROPOSED COMMUNITY & LIBRARY SERVICES POLICY

Athletics Facility Reservation Policy

City Council Resolution Number: xx-xx

City Council Adopted: 05/22/2018

City Council Amended: xx/xx/xxxx

Director of Community & Library Services

1.0 **POLICY STATEMENT**

The Community & Library Services Department (Department) is responsible for managing the City's athletics facilities for the enjoyment of the public. This Athletics Facility Reservation Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

2.0 **POLICY PURPOSE AND INTENT**

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City public facilities. In accordance with IMC Sec. 3-4-302, *the appropriate entity shall bear in mind that the public parks are intended for the use and enjoyment of all of the people of the City and uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.*

The intent of this Policy is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. With the exception of the Great Park and aquatics facilities, all City of Irvine sports facilities, and their supporting amenities are governed by this Policy.

3.0 **POLICY ESTABLISHMENT AND PERMIT FEES**

In accordance with IMC Sec. 3-4-102, *the Community & Library 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 the same.*

The Department shall implement and administer the Policy, as adopted by the City Council. The fees and charges associated with this Policy are reviewed and approved by the City Council.

4.0 **RESERVATION CATEGORIES**

Reservation categories are established to balance reservation requests. A formal permitting process is administered to ensure equitable access for the following groups: nonprofit organizations, schools, private individuals, government agencies, commercial, and for-profit entities.

City of Irvine programs, services, events, elected officials, and employees conducting City business are given priority.

The resident and non-resident permit categories below define the assignment of fees and scheduling priority. Approved Local Sports Advisory Committee Groups are defined within their own category.

Category	Recreation	Club / Travel
Approved Local Sports Advisory Committee Groups	<ul style="list-style-type: none"> Maintaining residency participation ≥ 85% (<i>Refer to Sports Committee Bylaws Section 5.1.3</i>) 	<ul style="list-style-type: none"> Maintaining residency participation ≥ 57% (<i>Refer to Sports Committee Bylaws Section 5.1.3</i>)
Groups		
Category	Resident (R)* or Non-Resident (N)	
A	<ul style="list-style-type: none"> Youth Non-Profit Organizations Schools (K-12 public/nonprofit) Government 	
B	<ul style="list-style-type: none"> Adult Non-profit Organizations Private Individuals Universities / Colleges (public and nonprofit) 	
C	<ul style="list-style-type: none"> Commercial For Profit Entity 	

*For residential rates (R), proof of Irvine residency and/or verification of services for the Irvine community shall be required.

Approved Local Sports Advisory Committee Groups

Local Youth Sports Groups who are active members of the Irvine Sports Advisory Committee that meet and fulfill all team and organization requirements in accordance with the City Allocation Procedure for Outdoor Sports Facilities and the Sports Committee Bylaws on an annual basis.

CATEGORY A:

Youth Nonprofit Organizations

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious youth organizations that are not a member of the Approved Local Sports Committee Groups. All youth nonprofit organizations applying under Category A must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for organizations applying under Category A resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 70 percent. For organizations applying for the Irvine Fieldhouse, please refer to the Allocation Procedures for the Irvine Fieldhouse.

Schools (K-12 Public/Nonprofit)

Irvine Unified School District (IUSD) schools may reserve City facilities under the Joint Use Agreement with the City of Irvine. Rental fees are waived during regular reservation hours; additional staffing fees and requirements may apply.

All other K-12 schools (public/nonprofit) providing proper documentation will be categorized and charged accordingly based on reservation type.

Government Agencies

External government agencies qualify for Category A (R) when the sole purpose of the reservation is to provide service and/or information to Irvine residents.

CATEGORY B:

Adult Nonprofit Organizations

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious adult organizations. All adult nonprofit organizations applying under Category B must submit documentation verifying their status as an active, currently operating nonprofit organization. Documents for an organization applying under Category B resident rates must show an organization is based in Irvine and maintain Irvine participation that is equal to, or greater than 57 percent.

Private Individuals

Examples of private individual reservation requests include requests for use of sports facilities for private parties, private team activities not associated with a business, and games associated with a family picnic.

Reservations that require attendees to pay an admission fee, and/or pay for good or services, shall be invoiced at Category C reservation rates.

CATEGORY C:

Commercial and Profit-Seeking Entities

Reservations shall be invoiced at the Category C rates when the activity and use is primarily commercial or profit-seeking in nature including, but not limited to, activities charging admission or requiring attendees to pay for goods or services.. This does not apply for permits of nonprofit organizations for philanthropic fundraising purposes typical of the nonprofit organization (e.g. fees for youth sports activities).

5.0 RESERVATION CALENDAR

Athletic Facility Allocations

Athletics facilities are provided in seasonal allocations to meet community needs for City programs and approved local youth sports advisory committee groups. Seasonal allocation schedules are reviewed by the Irvine Sports Advisory Committee at its regular meetings.

Tournament and Event Permit Requests

Tournaments are defined as sports events involving three or more teams in a series of games or contests making up a single unit of competition. Athletic facility requests with multiple scrimmages and/or exhibition games may be classified as a tournament.

Requests from approved local sports advisory committee groups for international/national championship caliber events, and destination events drawing tourism and team travel to Irvine will receive priority. These requests may be submitted up to 18 months in advance. Other tournament requests will be considered and approved during the seasonal allocation process.

Other Permit Requests

Following the allocation of fields and courts for approved local sports advisory committee groups, reservation requests are accepted through the City's website and processed on a first-come, first-served basis. Requests are accepted beginning at 8:00 a.m. on July 1 annually. The City will determine which days, times, and fields are available for a reservation based on other scheduled use, field capacity, and maintenance requirements seasonally.

Other permit requests for the Irvine Fieldhouse will follow the Irvine Fieldhouse Allocation Procedure.

Submittal of an application does not guarantee a sports facility rental. Requests for athletic activities at sports facilities will take priority over non-athletic activities.

6.0 RESERVATION AND APPLICATION REQUIREMENTS

Reservation applications are accepted through the City's website on a first-come-first-served basis. Applications and required documentation should be submitted at least 30 days prior to the reservation date. The applicant's name or organization must be stated on all required documentation as it is listed on the application. Reservations are confirmed upon written approval and receipt of all required documents

Requests received with less than 30 days' notice may be considered on a case-by-case basis, subject to space availability, staffing resources, and other logistical factors.

Applicants must be at least 21 years of age; and when applicable, the applicant must be authorized to reserve facilities on behalf of an organization.

Reservation permits are nontransferable. The City may allow an applicant to designate a limited number of event contacts to act on the applicant's behalf during the reservation. Each designated event contact must be at least 21 years of age and approved in advance by City staff.

Reservation permits are required for use of City facilities, except in areas where drop-in use is permitted at outdoor facilities. Use of outdoor facilities outside of qualifying drop-in activities requires a reservation permit (See section 10.0 Facility Requirements).

Gatherings of 50 or more people require a reservation permit (IMC Section 3-4-123). Reservations may not exceed more than 50 people per field or 30 people per court.

Additional facilities will be required to rent if numbers exceed the maximum amount. Gatherings with hired vendors or alcohol require a reservation permit and additional documents as required by the City. Unless stated otherwise, reservation periods are in 15-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up before the activity/event and clean-up after the activity/event. The applicant must account for the additional time when making the request and is responsible for any fees associated with the added reservation time.

The City reserves the right to modify, relocate, or cancel reservations to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. Applicants are responsible for checking the City's MuddLine for field conditions in the event of inclement weather. As space is available, accommodations will be provided at an alternate athletic facility. When alternate facilities are not available or are not acceptable to the applicant, an alternate date or refund will be provided.

A reservation may be canceled by the City when an organization is out of compliance with any City policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund may be arranged.

Reservations may be canceled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.

To ensure public safety, the City may access all activities/events to confirm that rules, regulations, City ordinances, and other applicable laws are being observed.

Additional Permits and Licenses

Applicants are responsible for obtaining any necessary certifications, permits and licenses required by the City or other regulatory agencies including, but not limited to: Special Event Permit, City of Irvine Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Permit, Orange County Fire Authority Permit, Film Permit, Vendor Permit, and Bounce House Permit.

Insurance

The City may require applicants to provide liability insurance in the name of the applicant or the organization responsible for the reservation(s). Insurance requirements are determined based on the City's risk assessment of the reservation. Insurance requirements vary by the type of event, facility, and number of anticipated guests, and are subject to change without notice. Proof of insurance must be provided at least 30 days in advance to the date of the reservation and prior to the issuance of the final permit.

It is the responsibility of the permit holder to provide updated insurance upon expiration. Failure to do so may result in immediate permit cancellation.

Special Events

Special events are activities that fall outside the normal operations of an area, and may temporarily impact the surrounding environment. These impacts include road closures, temporary structures, amplified sound, food and alcohol service, or other elements not typically present. As determined by the City, public and private events such as opening day ceremonies, national/international events, festivals, carnivals, or other gatherings with

large numbers of attendees that may raise public safety and site logistical concerns due to their size and nature, may require any and all of the following:

- For large special events, applications may need to be submitted more than 30 days prior to the reservation date.
- Special Event Permit from the Community & Library Services Department
- Additional liability insurance as determined by the City's Risk Manager
- Hold Harmless Agreement and Certificate of Worker's Compensation
- Fees for additional services (e.g. event staff, custodial, security, parking management, and portable restrooms)
- Additional logistical plans (e.g. event, marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- List of vendors, including names, addresses, contact information, City of Irvine Business License, and insurance
- Parking of RV's, buses, or oversized vehicles may be restricted
- Installation of temporary structures (e.g. bleachers, stages, fences, tents) Additional requirements and City department approvals as identified by the City
- Additional permits and licenses by other regulatory agencies

Tournament Requirements

City sports facilities are provided to meet the needs of the Irvine community. As space is available, tournament permits will be granted in the following priority: requests from approved local sports advisory committee groups, international/national championship caliber events, and destination events drawing tourism and team travel to Irvine.

Priority requests of organizations in good standing will receive first consideration for returning tournament dates, but dates and facilities cannot be guaranteed. As time permits, all tournaments will be reviewed by the Irvine Sports Advisory Committee.

Tournaments and events that draw tourism to Irvine with out-of-town teams, officials, spectators, and staff must meet the requirements below to qualify for consideration.

- a) Organizations must contact Destination Irvine to review accommodations with Irvine hotels.
- b) Organizations directing teams to lodging and accommodations must direct teams to Irvine accommodations, and provide documentation demonstrating these efforts.
- c) Priority for future events will not be provided to organizations not meeting all of the requirements above.

Camp/Clinic Requirements

As space allows, requests for camps and clinics are considered following the completion of the allocation schedule. Clinics and camps may not exceed 50 participants per athletic facility. Exceptions may be granted upon written approval of the athletics supervisor.

Priority requests of organizations in good standing will receive first consideration for returning camp/clinic dates, but dates and facilities cannot be guaranteed.

7.0 FEES, PAYMENTS AND DEPOSITS

Fees and Payments

The reservation fees referenced in this Policy are listed in the City Council approved fee schedule (Athletics Facilities Reservation Fees, Deposits, and Capacities) and commencing in FY 2021-2022 the Community & Library Services Department may implement subsequent reservation fee increase up to five percent annually (rounded up to the nearest dollar) in accordance with City Council Resolution 19-78.

With the exception of tournaments, reservation fees must be paid 14 days prior to the reservation. Tournament fees must be paid no later than 30 days prior to the event.

Payment Schedule for Ongoing Reservations

Applicants who have reserved with the City for at least one year and are in good standing may qualify for a monthly payment plan for ongoing reservations. Applicants will have fees charged to a credit card on file at the beginning of the month for the following month's use (e.g. payment on November 1 for December use). Future reservations may be canceled or denied for applicants with multiple delayed payments.

Deposits

Applicants must pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled. On-going reservations require a standing deposit via a credit card on file, On-going reservation deposits are not refunded until after the final reservation date.

Any expense incurred by the City to correct facilities and/or equipment not returned to original condition due to the applicant's use will be billed against the applicant's deposit. Any damages to, or defacement of City facilities, equipment and/or park amenities, such as dugouts, backstops, goals, field turf, and court surfacing will be deducted from the deposit and/or billed to the applicant at rates equal to cover repair/replacement costs. The City reserves the right to bill applicants for damages and costs incurred above deposit amount.

8.0 RESERVATION CANCELLATIONS AND CHANGES

Cancellations – Requests must be submitted in writing

Athletic facility reservation cancellations and refunds are processed as follows:

Cancellation Request Date	Facility Fees Refunded	Deposit Refunded
5 calendar days or more	100%	100%
4 calendar days or less	0%	0%
No Show	0%	0%

Tournament cancellations and refunds are processed as follows:

Cancellation Date	Facility Fees Refunded	Deposit Refunded
14 calendar days or more	100%	0%
13 calendar days or less	0%	0%

All cancellations of a paid reservation are subject to a processing fee or cancellation fee based on deposits paid and when the cancellation was submitted.. Cancellation fees must be paid immediately, otherwise the City has the right to cancel all remaining reservations, and the applicant forfeits all deposits paid. For ongoing reservations, removing the last day on an approved permit is considered a cancellation once all other dates have passed and will be processed as outlined above.

No Show

Failure of the applicant or authorized event contact person to arrive at a scheduled reservation will be considered a No Show. Additionally, the City may deem a reservation a No Show if an applicant or authorized event contact does not use the facility as originally intended. Applicants with three or more No Shows may lose reservation privileges and remaining reservations may be canceled.

Changes – Requests must be submitted in writing

Reservation changes include, but are not limited to: date, time, fields, courts, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change.

Changes	Processing Fee
5 calendar days or more	One change, no charge; a Processing Fee per change thereafter.
4 calendar days or less	a Processing Fee for all changes.

Requests to change or add reservation times will be accommodated subject to availability. Date of submission will be assessed according to the chart above.

On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant’s party arrives prior to, or departs after, the approved reservation time. With the exception of tournaments, no refunds or credits will be issued for early departure from an approved reservation permit.

Additional staffing fees may apply if staff are required to remain on-site due to early arrival, late departure, or extended clean-up. This may also result in partial or full forfeiture of deposits.

9.0 RESERVATION HOURS

The hours shown below are identified as regular hours for reservation of outdoor athletic facilities:

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

Irvine Fieldhouse Reservation Hours - Operating Hours 8 a.m. -10 p.m. Daily

Facility requests outside of regular hours require approval from Athletics Reservations. Requests are reviewed on a case-by-case basis and may be subject to additional fees.

Games at outdoor facilities may not begin before 8 a.m. and must end as approved on the City reservation permit. The sports field light curfew is 11:00 p.m. The Community & Library Services Department will carefully consider requests for light use beyond 10:00 p.m.; however, under no circumstances will reservations or activities extend beyond 11:00 p.m.

City sports facilities are closed on recognized City holidays, with the exception of Martin Luther King Day, Juneteenth, and Veterans Day. Applicants may request use of fields and courts on Holidays, subject to additional fees. (See section 10.0, Additional Staff.)

10.0 FACILITY REQUIREMENTS

Applicants are responsible for following all facility rules, regulations, and requirements of the reservation permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees, and the City reserves the right to reject future applications.

Additional Staff

Some reservations may require additional program, facility, or maintenance staff due to the size or nature of the reservation. Additional staff time shall be billed to the applicant for each staff assigned to support the reservation. Staffing requirements (e.g., supervision, maintenance) shall be determined at the time of permit approval and may be modified at the pre-reservation site walk-through meeting. Any associated staff fees will be invoiced accordingly.

The City will determine if additional staffing is needed based on the nature and scope of the reservation.

90' Baseball Fields

90' Baseball Fields are designated for youth teams, 18 years of age or younger.

Occupancy Levels/Americans with Disabilities Act (ADA) Accommodations

To ensure the safety of guests, to accommodate maintenance needs, and to ensure preservation of City sports facilities, applicants are required to observe the maximum capacity of reserved facilities. Facility capacities shall be determined by the City during the application process. Room capacity has been established by the Orange County Fire

Authority and cannot be adjusted to meet the needs of a reservation. Reservations exceeding capacity are subject to immediate closure. Reasonable accommodations are provided in accordance with ADA.

Smoking and Use of Vaporizers

Smoking and use of vaporizers are prohibited at all City facilities (IMC Section 4-10-505). Smoking and use of vaporizers outside of City facilities on public property is subject to all current City ordinances.

Emergency Response

Permit holders may be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the reservation.

Drop-In Activities

Reservations have priority over drop-in/walk-on activities. Unreserved outdoor athletics facilities are available for drop-in use by private individuals or parties of less than 50 people on a first-come, first-served basis. Walk-on users must be present and may not post signs indicating reservation of an area. Groups of 50 or more (IMC Sec. 3-4-123) and/or groups with hired vendors or have alcohol require a reservation.

Organized use of athletic facilities, such as officiated games, uniformed teams, organized team practices, or activities offered or associated with a for profit or nonprofit organization is prohibited without an approved reservation. Stadium fields, indoor facilities, lighted sports fields, and batting cages are not available for drop-in activities. Drop-in use may be limited to accommodate any maintenance needs and facility closures.

Inspections and Condition of Facilities

Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City facilities, equipment, and/or park amenities will be deducted from the reservation deposit and/or invoiced to the applicant to replace/repair the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.

Pre-Reservation Walk-Through

The applicant and/or event contact person must arrange and attend a reservation walk-through meeting at the reserved site at least 30 days, or no less than two weeks, prior to the reservation date. Reservation type, equipment, and other factors may require additional site walk-throughs. Failure to complete a site meeting may result in event cancellation and forfeiture of fees and deposits.

Equipment Rental

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

Concession Stands

Use of concession stands must be requested at the time of application. Concession stand operating guidelines must be reviewed and signed prior to use. Permit holders are

responsible for abiding by guidelines and obtaining proper permits from the City and other regulatory agencies to serve food and/or beverages in concession stands.

Concession stands typically are equipped with refrigerators, freezers, and ice machines. As available, this equipment is included with reservation of the Concession Stands. While the City provides ongoing maintenance of this equipment, the City will not be responsible should the equipment be unavailable due to maintenance issues. All supply and utensil needs for the operation of concession stands is the responsibility of the applicant. All equipment, cleaning supplies, and food/perishables belonging to an organization must be removed from concession stands at the conclusion of the permitted period.

Concessions operated by Approved Local Sports Advisory Committee Groups for events they are hosting will not be charged daily rates. Daily concession rates will apply if Sports Advisory Committee Groups hire a vendor to run concessions on their behalf. Daily concession rates will be charged to all other permit holders, including events where an Approved Local Sports Advisory Committee Group operates concessions on behalf of another organization. Refer to the City Council approved fee schedule for concession stand rates (Athletics Facilities Reservation Fees, Deposits, and Capacities).

Loading/Unloading and Deliveries

Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, with proper documents, and prior approval of the site supervisor. City staff are not authorized to sign for deliveries. Deliveries must be made within the reservation time unless prior arrangements were arranged with the site supervisor.

Advertising

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

Unless otherwise approved by the City, posting and/or display of business-related promotional materials is prohibited when in view of the general public. Use of the City of Irvine logo or promotion of external events through City platforms is not permitted without prior written approval

Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in the Irvine Municipal Code. Requests must be approved during the application process. Signage must be directed to the reservation area within a facility and not face towards streets. Any signs that may be approved for posting at the beginning of a reservation must be removed at the end of the reservation.

Installation of Temporary Structures, Displays, and Exhibitions

Public facilities are intended for the use and enjoyment of City residents. Installation of temporary structures, displays, and exhibits that may substantially impair the rights of the public in general to use the park in favor of specific individuals or groups will not be permitted unless approved by the City through the special event permitting process.

Public Address and Amplified Sound Systems

Use of public address and amplified sound systems is only allowed in designated locations and times may vary by facility. Persons wishing to setup or operate a public address

system during a reservation shall obtain approval during the application process (IMC Section 3-4-125).

11.0 VENDORS

A vendor is an individual or business displaying or selling items, or providing a service (e.g. mobile food trucks and caterers) for an approved reservation. Vendors must be noted during the application process and approved by City staff prior to reservations. Vendors must have a current City Business License. Contact Regulatory Affairs at (949) 724-6310 for information regarding securing a Business License.

The permit holder and/or event applicant is responsible for paying associated vendor permit fees, providing proof of Business License(s), and submitting any required vendor documents to City staff at least 30 days prior to the reservation dates. Due to the nature of the service or items being displayed/sold, proof of liability insurance and other permits by the City or other regulatory agencies may be required.

Mobile Food Trucks and Food Vendors

Mobile Food Trucks and Food Vendors must be approved during the application process. Vendor requirements noted above and additional documents may be required as outlined by the permit as well as external entities. Mobile Food Trucks are not permitted at all locations.

12.0 COMMERCIAL FILMING AND PHOTOGRAPHY

Non-exclusive use of a City facility for commercial filming/photography requires a City Film Permit. Exclusive use of any area at a City facility for commercial and non-commercial filming/photography requires a reservation permit and a City Film Permit. A detailed description of the activity, type of filming (still or video), and script copy are required. The City may request screen credit be given. City Film Permit applications can be obtained online through the Community & Library Services Department. The filming/photography location must be returned to its original condition immediately after the filming. All reasonable safety precautions must be observed.

A professional photographer hired by the applicant to shoot during a sports event is not required to obtain a Film Permit, but other licenses may be required.

Cancellation of a filming/photography reservation may occur at the discretion of the Community & Library Services Department when the terms and conditions of the approved Film Permit are violated. Specific regulations, policies, and procedures may vary by facility.

13.0 ALCOHOL

No person shall drink, ingest or otherwise consume any alcoholic beverage in City parks without appropriate permits and licenses (IMC Section 4-14-144). Permits for alcohol associated with reservation of a sports facility is limited. Approval for alcohol service during reservations is subject to applicable fees and compliance with the following requirements:

- Liquor liability insurance
- Licensed bartender or serving attendant who has completed “Special Event Server Training” and is at least 21 years of age and received certificate of completion

- Security services
- Additional staffing as required

Applicants must provide an Alcohol Beverage Control License for reservations where alcohol is sold, donations are accepted, and/or admission is by fee or donation. Alcohol service time must be approved by the City.

14.0 SECURITY AND CUSTODIAL SERVICES

Security

Depending on the number of youth attendees, presence of alcohol, and/or size of attendance of a reservation, the City may require security guards and/or personnel of the Irvine Police Department at events held at City facilities. Fees are subject to current City security contract rates. Applicants are responsible for paying all associated fees for security guards. Security schedules will be determined by the City. Requests for Security shall be made at least 30 days prior to the reservation date. Requests made less than 30 days are subject to availability. Applicants may contract with an independent security company, subject to the review and approval of the Irvine Police Department.

Custodial Services

Clean up following a reservation must be accomplished by the end of the approved permit time or additional charges may be assessed. Custodial services (porters) are available and may be required based on the size and nature of reservation. Renting groups are required to assist in cleaning of rental area as porters provide supplemental custodial services. Porters are not responsible for breakdown of decorations and/or equipment provided by renting group. Custodial services are subject to the current City contract rate. Porters are scheduled for a minimum of four hours and should be requested at least 30 days prior to reservation date. Requests made less than 30 days are subject to availability.

15.0 ADDITIONAL CITY POLICIES AND AGREEMENTS

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and associated fees for specific programs and/or entities.



PROPOSED COMMUNITY & LIBRARY SERVICES POLICY

Aquatics Facility Reservation Policy

City Council Resolution Number: xx-xx

City Council Adopted: 05/22/2018

City Council Amended: xx/xx/xxxx

Director of Community & Library Services

1.0 **POLICY STATEMENT**

The Community & Library Services Department (Department) is responsible for managing the City's aquatics facilities for the enjoyment of the public. The Aquatics Facilities Reservation Policy (Policy) is established to ensure that the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.

2.0 **POLICY PURPOSE AND INTENT**

The purpose of the Policy is to provide an effective framework for the administration of reservation permits that provide equitable and reasonable access to City aquatics facilities. In accordance with the Irvine Municipal Code (IMC) Sec. 3-4-302, *the appropriate entity shall bear in mind that the public parks are intended for the use and enjoyment of all of the people of the City and uses which will substantially impair the rights of the public in general to use the park in favor of specific individuals or groups should not be permitted.*

The intent of this Policy is to guide access, reservations, and use of the City's aquatics facilities by residents, community organizations, businesses, and nonresident users. City athletic parks and other special use facilities are not governed by this Policy.

3.0 **POLICY ESTABLISHMENT AND PERMIT FEES**

In accordance with IMC Sec. 3-4-102, *the Community & Library 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 the same.*

The Department shall implement and administer the Policy, as adopted by the City Council. The fees and charges associated with this Policy are reviewed and approved by the City Council.

4.0 **RESERVATION PERMIT CATEGORIES**

Reservation permit categories are established to balance reservation requests and a formal permitting process is administered to ensure equitable access for the following groups: private individuals, nonprofit organizations, government agencies, and commercial entities. Priority is given to City of Irvine programs, services, and events.

The resident and nonresident permit categories below define the assignment of fees and scheduling priority.

Category	Irvine Permits (R)	NonResident Permits (N)
A	<ul style="list-style-type: none"> ▪ Youth Nonprofit Organizations ▪ Schools (K-12) ▪ Government 	<ul style="list-style-type: none"> ▪ Youth Nonprofit Organizations ▪ Schools (K-12) ▪ Government
B	<ul style="list-style-type: none"> ▪ Adult Nonprofit Organizations ▪ Households ▪ Universities and Colleges 	<ul style="list-style-type: none"> ▪ Adult Nonprofit Organizations ▪ Households ▪ Universities and Colleges
C	<ul style="list-style-type: none"> ▪ Commercial ▪ For Profit Entity 	<ul style="list-style-type: none"> ▪ Commercial ▪ For Profit Entity

Nonprofit Organization Permits

Nonprofit organization permits are offered for incorporated nonprofit, civic, social, cultural, and religious organizations. To qualify for Category A (R), membership-based organizations shall verify participation equal to, or greater than, 70 percent Irvine residents. Rosters for membership will be reviewed at the time of application. The applicant shall produce rosters and attendance records upon request of the City.

Household Permits

Examples of Household Permits include: private pool parties, and children’s birthday parties. Reservations that require attendees to pay an admission fee, and/or pay for goods or services, may be invoiced at Category C reservation rates.

Commercial and Profit-Seeking Permits

Reservation requests for these activities shall be invoiced at Category rates when the activity and use is primarily commercial or profit-seeking in nature, such as charging admission or requiring attendees to pay for goods or services. This does not apply for permits of nonprofit organizations for philanthropic and fundraising purposes, or activities with program fees typical for the nonprofit organization (e.g. fees for youth programs, private lessons for organization’s youth participants). A Business License is required for all activities involving fees for goods or services

5.0 **RESERVATION CALENDAR**

Aquatics facilities are scheduled through seasonal allocations to meet community needs for City programs and local youth aquatics organizations. Seasonal allocation schedules are reviewed by the Irvine Aquatics Advisory Committee (IAAC) at its regular quarterly meetings.

Application forms shall be submitted a minimum of 30 days prior to IAAC meetings. Requests received with less than 30 days' notice, or events requested to be held on City observed holidays, may be accommodated subject to space availability, staffing, and reservation logistics.

Applications for swim meets, tournaments, special events, clinics, and camps separate from daily practice schedules shall be submitted a minimum of 30 days prior to IAAC meetings. Special event reservations approved by the City and IAAC supersede all scheduled group workouts. Groups displaced by events will be relocated to alternate City aquatics facilities, as space permits.

6.0 PERMIT REQUIREMENTS

As determined by the City, public and private events such as national/international championships, tournaments, meets, or other gatherings with large numbers of attendees that may present public safety and site logistical concerns due to the size and nature of the event, may require any and/or all of the following:

- Special Event Permit from the Public Safety Department
- Additional liability insurance as determined by the City's Risk Manager
- Hold Harmless Agreement and Certificate of Workers Compensation
- Security services
- Fees for additional services (e.g. event staff, custodial, parking management, and portable restrooms)
- Additional event plans (e.g. event, marketing, parking, security, crowd-control, ticketing, waste management/recycling)
- List of vendors with business name, address, and contact information
- Parking of RV's, buses, or oversized vehicles may be restricted
- Installation of temporary structures (e.g. bleachers, stages, fences, tents)
- Additional requirements and City department approvals as identified by the City

Additional Staff

To ensure the safety of all and guests, and to maintain a quality standard of supervision, lifeguard services are required for all water activities at the City's aquatics facilities. Lifeguard services are defined as on-deck supervision of water activities by City lifeguards. Fees for lifeguard services are charged to the organization utilizing the service.

The number of lifeguards required for an activity or event shall be based on the City's Aquatics Supervision Standards and will be determined at the time of application approval. Lifeguard services shall be billed to the applicant in 15-minute increments for each lifeguard on duty for the reservation.

In addition to lifeguard personnel, reservations may require additional program, facility, or maintenance personnel due to the size or nature of the event. This includes staff that are scheduled after regular operating hours for the facility, and staff that are scheduled specifically for the event/reservation. Full costs associated with the assigned staff will be applied.

Tournament, Meet, and Special Event Permits

Swim meets, tournaments, and events 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 A, B, and C (R) rates.

- a) Organization must contact Destination Irvine to review Irvine hotel accommodations.
- b) Organizations directing teams to lodging and accommodations must direct teams to Irvine accommodations, and provide documentation demonstrating these efforts.
- c) Organizations not meeting these requirements will be invoiced in accordance with Category C (N) reservation rates.
- d) Priority for future events will not be provided to organizations not meeting all of the requirements above.

7.0 FEES, PAYMENTS, DEPOSITS, AND INSURANCE

Fees

Aquatics fees as referenced in this Policy, are listed in the City Council approved fee schedule (Aquatics Facilities Reservation Fees).

Payments

Facility reservation fees for Categories A (R) and B (R) organizations must be paid within 30 days of the end of the reservation. Reservation fees for organizations in all other categories must be paid prior to permit issuance, a minimum of 30 days in advance of use. Future reservations may be canceled or denied for organizations with outstanding balances.

Deposits

Facility applicants may be required to pay a deposit at the time of application. Deposits will be refunded following the event assuming all conditions set forth in the permit are fulfilled.

Any expense incurred by the City to repair or replace equipment and/or facilities not returned to their original condition due to the applicant's use will be billed to the applicant.

Insurance

The City may require liability insurance for reservations of City aquatics facilities. Insurance requirements are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application, and proof of insurance must be provided 30 days or more prior to the reservation/event.

8.0 RESERVATION CANCELLATIONS AND CHANGES

Cancellations

Cancellations and refunds are processed as follows:

Cancellation Date	Fees Refunded	Deposit Refunded
5 days or more	100%	100%
4 days or less	50%	0%
No Show	0%	0%

All cancellations incur a Processing Fee for each occurrence.

Failure of the applicant or authorized event contact person to arrive at a scheduled event, and/or failure to provide a written cancellation notice is considered a No Show. Applicants with three or more No Shows may lose reservation privileges and remaining reservations may be canceled for the calendar year.

Changes

Reservation changes include, but are not limited to: date, time, rooms, pools, hours of reservation, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change.

Changes	Processing Fee
31 days or more	One change, no charge; a Processing Fee per change thereafter.
30 days or less	First change, 25 percent of total deposit; a Processing Fee per change thereafter.

On the day of the event, additional fees shall be invoiced to the nearest half hour when any member of applicant's party arrives prior to, or departs after, the approved reservation time. Fees charged shall be 150 percent of the applicable hourly rate. No refunds or credits will be given for early departure from a scheduled reservation.

9.0 RESERVATION HOURS

Regular operating hours for the William Woollett Jr. and Northwood High School Aquatics Centers are as follows:

Year Round	Woollett	Northwood
Monday – Friday	6 a.m. – 9 p.m.	4 p.m. – 9 p.m.
Saturday and Sunday	6 a.m. – 8 p.m.	6 a.m. – 8 p.m.

Reservation requests extending beyond regular hours or on City observed holidays are subject to additional personnel costs above and beyond the reservation fees. (See Section 6.0, Additional Staff.)

10.0 FACILITY AND SITE REQUIREMENTS

Requests shall be submitted on approved City application forms. Applicants must be at least 21 years of age; and when applicable, the applicant must provide evidence they are authorized to reserve facilities on behalf of an organization. Reservation permits are nontransferable. The applicant, or a designated contact person 21 years of age or older, must be present for the entire activity/event. The City may allow reservation permits to designate a limited number of event contact persons to be present in lieu of the applicant.

Unless stated otherwise, reservation periods are in 15-minute increments. The date and hours for the permit shall include the entire activity/event, including time for set-up before and clean-up after the activity/event.

Applicants are responsible for following all facility rules, regulations, and requirements of the reservation permit. Failure to comply may result in the forfeit of up to 100 percent of deposit and fees. In these instances, the City reserves the right to deny future applications.

The City reserves the right to modify, relocate, or cancel reservations to accommodate unanticipated community needs, maintenance needs, inclement weather, or unforeseen circumstances. As space is available, accommodations will be provided at an alternate aquatics facility. When alternate pool space is not available or is not acceptable to the applicant, an alternate date or refund will be provided.

A reservation may be canceled by the City when an organization is not in compliance with any City policy. A confirmed reservation may be canceled before or during an event due to unsafe conditions, and/or actions of participants. When appropriate, a mutually agreeable alternate date or a prorated refund may be arranged.

Reservations may be canceled due to misrepresentation or falsification of information, and/or failure to comply with City policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.

To ensure public safety, City staff may access all activities/events in order to ensure rules, regulations, and all applicable laws are being followed during the reservation.

All category organizations, including coaches and/or personnel, are responsible for understanding and adhering to the requirements in the Aquatics Group Users Handbook.

Occupancy Levels/Americans with Disabilities Act (ADA) Accommodations

To ensure public safety, it is important to observe the maximum capacity of all facility areas as established by the Orange County Fire Authority. Events exceeding maximum limits are subject to immediate closure. Reasonable accommodations are provided in accordance with ADA.

Smoking

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

Emergency Response

Applicants may be held responsible for all charges related to a police or fire department response associated with the actions and behavior of participants during the reservation.

Inspection and Condition Facilities

Reserved facilities must be left in the same condition as received by the applicant. Any damage or defacement of City facilities, equipment, and/or facility amenities, including

grass/foilage, will be deducted from the reservation deposit and/or billed to the applicant to repair or replace the damage as determined by the City. The City reserves the right to bill the applicant for damages incurred above the deposit amount.

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. Rice, confetti, glitter, or birdseed-throwing is not allowed. The applicant will be held responsible for any damage to the facility.

Reservation Walk-Through

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

Equipment Rental

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

Concession Stand Use

Concession stand use must be requested on the reservation application. Warming of prepared food is allowed in the concession stand, but all kitchen supplies must be provided by the applicant. Refrigerator space may be limited due to use by City programs; discuss usage with the on-site meeting contact. Refer to the City Council approved fee schedule for concession stand rates.

Additional Permits and Licenses

Applicants are responsible for obtaining any necessary permits and licenses required by the City or other regulatory agencies including, but not limited to: Special Event Permit, Business License, Alcohol and Beverage Control (ABC) Permit, Orange County Health Department Temporary Food Facility (TFF) Inspection Permit, Orange County Fire Authority Permit, Film Permit, and Vendor Permit.

Loading/Unloading and Deliveries

Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, with prior approval of the site supervisor. City staff is not authorized to sign for any deliveries. Deliveries must be made within the reservation time only and the applicant must accept all deliveries.

Mobile Food Trucks

Mobile Food Trucks must be approved during the application process. Vehicle insurance, with specified limits, and food service permits are required as outlined in the terms of the reservation permit.

Advertising

For any event advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: “*This event is a*

private reservation and is not endorsed or sponsored by the City of Irvine.” A copy of the flyer and/or electronic communication must be submitted for approval. Use of the City logo is restricted and requires advance written approval of the City’s Public Information Office.

Installation of Temporary Structures, Displays, and Exhibitions

Public facilities are intended for the use and enjoyment of City residents. Installation of temporary structures, displays, and exhibits that may substantially impair the rights of the public to use the facilities in favor of specific individuals or groups will not be permitted.

Temporary structures, displays, or exhibits associated with an approved reservation, must be approved through the special event permitting process.

Vendors

Individuals or businesses displaying or selling items, or providing a service (including mobile food trucks and caterers), must have a reservation permit or be a service-provider for an event/applicant with a reservation permit. Other vendors must submit an application, pay a Vendor Permit Fee, and must have a current City Business License. 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 site supervisor, or designee, at the reservation walk-through meeting. Due to the nature of the service or items being displayed/sold, proof of liability insurance and an Orange County Health Department TFF inspection permit may be required.

Public Address and Amplified Sound Systems

Use of public address and amplified sound systems may be permitted in designated locations in accordance with the terms of the reservation permit. Requests for public address systems must be approved during the application process (IMC Section 3-4-125).

11.0 COMMERCIAL FILMING AND PHOTOGRAPHY

Commercial filming/photography at a City facility requires a City Film Permit, available through the Irvine Police Department. A detailed description of the activity, type of filming (still or video), and script copy are required. The City may request screen credit be given.

A professional photographer hired by the applicant to shoot a sports event is not required to obtain a Film Permit. The photographer is required to have a current City Business License and provide proof of insurance. If the photographer is making images available for sale, or arranging to make images for sale following the event, the photographer must secure a Vendor Permit from the City. The filming/photography location must be returned to its original condition immediately after the filming. All reasonable safety precautions must be observed.

Cancellation of a filming/photography event may occur at the discretion of the City if the terms of the approved Reservation/Film Permit are violated. Specific regulations, policies, and procedures may vary by facility.

12.0 ALCOHOL

Permits for alcohol associated with reservation of aquatics facilities is limited. When reservation permits are approved for alcohol, applicants must provide the following and pay associated fees:

- Liquor liability insurance
- City of Irvine Alcohol Use Permit
- Licensed bartender or serving attendant, 21 years of age or older, who has completed “Special Event Server Training”
- Security services

Applicants must provide an Alcohol Beverage Control License for events where alcohol is sold, donations are accepted, and/or admission is by fee/donation.

13.0 SECURITY SERVICES

The City may require security guards and/or Irvine Police Department personnel at events held at City facilities. Fees are subject to full cost recovery for City personnel and current City security contract rates. Applicants may contract with an independent security company, subject to the approval of the Irvine Police Department.

14.0 CUSTODIAL SERVICES

Clean-up following a reservation must be accomplished by the end of the approved permit time or additional charges may be assessed. Custodial services (porters) are available and may be required based on the size and nature of event. Custodial services are subject to the current City contract rate. Porters are scheduled for a minimum of four hours.

15.0 ADDITIONAL CITY POLICIES AND AGREEMENTS

This Policy may be subject to other City Council approved policies and agreements that establish separate user reservation relationships and arrangements for specific programs and/or entities.