The City of Irvine, Community Services Department is responsible for managing the Facility Reservation process. The following information is to help guide you through the City's Facility Reservation process and to provide guidelines and requirements associated with completing a permit application.

The Facility Reservations process begins on January 1, 2019 and the user categories determine the timeframe the City accepts applications. User group categories balance reservation requests, and a formal permitting process ensures equitable access for groups such as private individuals, non-profit organizations, government agencies and commercial entities. The City of Irvine programs, services, and events have priority over all groups. The resident and non-resident categories define the assignment of fees and charges and scheduling priority.

Facility reservations are scheduled on a calendar year basis and are received on a first-come-first served basis. **All applicants** must submit a Public Facilities Application. The application and policies are available at [cityofirvine.org/reservations](http://cityofirvine.org/reservations).

During Opening Days, facility reservation applications will only be accepted by:

- Email: reservations@cityofirvine.org

January 1 – December 31, 2019 facility reservation applications opening days are as follows:

- **Monday, August 6, 2018 at 8 a.m.** for Irvine resident private parties (Category IV)*. Applications require proof of residency such as a current utility bill.
- **Monday, August 13, 2018 at 8 a.m.** for Non Profit groups (Category 2)*
- **Monday, August 20, 2018 at 8 a.m.** for all other groups (Categories I, II, III, V and VI)*.
- **Monday, August 27, 2018** walk-in applications begins.

*See Public Facilities Reservation and Fee policies for category definitions: [cityofirvine.org/facility-reservations/reservation-fee-policy](http://cityofirvine.org/facility-reservations/reservation-fee-policy).

Applications received prior to 8 a.m. on the dates noted above will be accepted at the end of that business day in the order received.
Please note:
- The City’s Disability Services offices are moving to Sweet Shade Community Center. Facility Reservations will no longer be accepted at Sweet Shade Neighborhood Park.
- Bommer Canyon Community Park is closed for renovations through 2019. Reservations will not be accepted at this time.

All new and existing nonprofit organizations (Categories II, III and V) are required to submit the information listed below and available on the City’s website at cityofirvine.org/facility-reservations/nonprofit-organization-rental-information:

**Checklist for All Nonprofit Applicants**

- ☐ A list of officers, including names, titles, addresses and telephone numbers.
- ☐ The name of one (1) authorized applicant for the agency/organization.
- ☐ A copy of the organization’s current certificate of insurance and a separate endorsement page listing the City of Irvine as additionally insured.
- ☐ A copy of the organization's State of California nonprofit incorporation papers or tax-exempt IRS 501 (c)(3) letter.
- ☐ A copy of current City of Irvine Business License.
- ☐ **For membership based organizations** – a roster of current and active membership, including complete addresses with zip codes. Membership roster is not required for Category V organizations.
- ☐ **Non-membership based organizations only**: a copy of current bylaws highlighting where it states “this corporation has no members” and letter on agency letterhead demonstrating their primary mission is fundraising for or service to Irvine residents.

For questions or additional information, contact Facility Reservations at 949-724-6620.

The City of Irvine looks forward to serving you!