

PORTOLA SPRINGS COMMUNITY PARK FACILITY RESERVATION FEES

AREA			HOURLY FEES BY CATEGORY					
			A		B		C	
INDOOR RESERVATIONS	SQUARE FEET	DEPOSIT	RESIDENT	NONRESIDENT	RESIDENT	NONRESIDENT	RESIDENT	NONRESIDENT
Multipurpose Room*	2,963	\$400	\$18	\$135	\$104	\$155	\$138	\$172
Multipurpose Room A*	1,558	\$200	\$16	\$119	\$92	\$137	\$122	\$152
Multipurpose Room B*	1,405	\$200	\$16	\$119	\$92	\$137	\$122	\$152
Native American Wing: Acjachemen Room	1,651	\$200	\$16	\$119	\$92	\$137	\$122	\$152
Patio	1,651	\$200	\$14	\$104	\$80	\$120	\$107	\$133
Meeting Room	722	\$150	\$10	\$70	\$54	\$81	\$72	\$89
Meeting Room A	361	\$120	\$10	\$66	\$51	\$76	\$68	\$84
Meeting Room B	361	\$120	\$10	\$66	\$51	\$76	\$68	\$84
ADDITIONAL FEES AND NOTES	FEE	NOTES						
Processing	\$30	Fee is charged for each change involved in an approved reservation (Refer to Section 8.0 in Reservation Policy).						
Premium Rooms	\$20	Additional hourly fee charged for Premium Rooms during Primetime Hours as defined in Section 9.0 of the the Reservation Policy (Note: Premium Rooms are noted with an asterisk *).						
Warming Kitchen (\$200 deposit)	\$40	Additional charge per reservation day. A kitchen reservation must be in connection with a reservation of the Multipurpose Room.						
Vendor Permit	\$50	Fee is charged per event for each vendor (Refer to Section 10.0 in Reservation Policy).						
Contract Support	Contract Terms	Support from City contract personnel will be charged at current contract rates. (Examples include: parking management, porters, security.)						
Additional Staff Support	Varies	Additional staff costs required for reservations are charged to the applicant at full-cost to the City (Refer to Section 10.0 in Reservation Policy).						
Meadow/Trails/ Open Space Use (\$200 deposit)	\$15 and \$30	Meadows, trails and open space are available for passive and drop-in recreation. On a limited basis, areas may be available for reservation. The noncommercial (\$15) and commercial (\$30) rates are charged on an hourly basis.						

CITY OF IRVINE 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 categories below define the assignment of fees, charges, and scheduling priority.

CATEGORY	Irvine Permits (Resident)	Nonresident Permits (Nonresident)
A	Nonprofit organizations; Schools (K-12 public/nonprofit); Government	Nonprofit organizations; Schools (K-12 public/nonprofit); Government
B	Households; Universities and Colleges (public/nonprofit)	Households; Universities and Colleges (public/nonprofit)
C	Commercial; For-profit Entity	Commercial; For-profit Entity
Nonprofit Organization Permits	Household Permits	Commercial and Profit-Seeking Permits
<p>Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious organizations. To qualify for Category A, membership-based organizations shall verify participation equal to, or greater than, 57 percent Irvine residents. Rosters for membership will be reviewed at the time of application. The application shall produce rosters and attendance records upon request of the City.</p> <p>Incorporated nonprofit organizations that do not meet residency requirements may be invoiced at rates for Category A (Resident) when the organization's primary mission is philanthropic and/or service-driven for the Irvine community and its residents.</p>	<p>Examples of household reservation requests include: private parties, family reunions, wedding receptions, and family picnics. Reservations that require attendees to pay an admission fee, and/or pay for goods or services, shall be invoiced at Category C reservation rates.</p> <p>Reservations for campaigns of a candidate for public office shall be invoiced as Category B, resident or nonresident rates.</p>	<p>Reservations shall be invoiced at Category C 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 fundraising purposes, or activities with program fees typical of the nonprofit organization (e.g., fees for youth programs). A Business License is required for all activities involving fees for goods or services.</p>