



COMMUNITY & LIBRARY SERVICES POLICY

Community Facilities Reservation Policy

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DocuSigned by:

Chris Rama

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Director of Community & Library Services

1.0 POLICY STATEMENT

The Community & Library Services Department (Department) is responsible for managing the City's parks and facilities for the enjoyment of the public. The Community Facilities Reservation Policy (Policy) is established to ensure that the use of City facilities and parks: 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 the City's parks and 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 the access, reservations, and use of public facilities such as community centers and picnic shelters by residents, community organizations, businesses, and nonresidents. Irvine's public facilities include indoor, outdoor, and special facilities (e.g. Bommer Canyon), which are available for reservations for civic, social, educational, cultural, and limited requests for commercial activities. City athletic, aquatic, and Great Park 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 City Council. Facility reservation fees are reviewed and approved by 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 nonresident categories below define the assignment of fees, charges, and scheduling priority.

Category	Groups Resident (R)* or Non-Resident (N)
A	<ul style="list-style-type: none">▪ Nonprofit Organizations▪ Schools (K-12 public/nonprofit)▪ Government
B	<ul style="list-style-type: none">▪ Private Individuals▪ Universities and 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.

CATEGORY A:

Nonprofit Organizations

All organizations applying under Category A must submit documentation verifying their status as an active, currently operating nonprofit organization.

Nonprofits hosting events to raise funds or raffle prizes must provide approval from the Registry of Charities and Fundraisers.

Below are qualifications for Category A (R):

Membership Based Nonprofit Organizations:

Must have member participation equal to, or greater than, 57 percent Irvine residents. The applicant shall produce rosters and attendance records upon request.

Non-Membership Based Nonprofit Organizations:

Must submit formal organization documentation with a stated primary mission that is philanthropic and/or service-driven for Irvine residents.

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:

Private Individuals

Examples of private individual 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.

Reservations for campaigns of a candidate for public office that are representing the City or County shall be invoiced as Category B (R) reservation rates.

CATEGORY C:

Commercial and For-Profit Entities

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).

5.0 RESERVATION OPENING DAY

Reservation applications are accepted and processed on a calendar-year basis starting in August for the following year. Applications are processed on a first-come, first-served basis in the following order:

Date	Open for Applications
August - First Monday	Irvine Resident - Category B (R)
August - Second Monday	Irvine Nonprofit Organization - Category A (R)
August - Third Monday	All Remaining Categories

Applicants must be in good standing with the City (e.g. no past due balances, prior compliance with Policy) to qualify. There are no annual reservation renewals.

Note: Irvine Residents in Category B (R) may request facilities for the following year for a private family event (e.g. weddings), once annually.

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 all City facilities, except where walk-on use is permitted at outdoor facilities. Gatherings of 50 or more people require a reservation permit (IMC Sec. 3-4-123). 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 30-minute increments and shall include the time for set-up before the reservation and clean-up following the reservation.
- Attendance, festivities, decorations, and other reservation details may determine additional time for set-up and clean-up. 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 relocate or modify reservations as necessary to comply with safety standards, accommodate City operations, or ensure fair and equitable access for all members of the public. Modifications may be based on actual group size, use of multiple rooms, room capacities, safety requirements, or use of Premium Rooms during Primetime Hours (see Section 7.0 for information on Premium Rooms and Primetime Hours).
- The City may limit reservation hours or usage to accommodate City events or programs, facility maintenance, or unforeseen circumstances. Affected users are supported with reservation accommodations, changes, or refunds.
- To ensure public safety, the City may access all activities/reservations to confirm that rules, regulations, City ordinances, and other applicable laws are being observed.

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

Additional Permits, Licenses, and Insurance

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, and Bounce House Permit.

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 type of reservation, facility location, 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 reservation and prior to the issuance of the final permit.

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, animal exhibits, food and alcohol service, or other elements not typically present. Large special events, such as marathons, walks, parades, and festivals that may raise public safety concerns due to their size and nature may require any or 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 workers’ compensation.
- Fees for additional services (e.g. event staff, custodial, security, portable restrooms, and parking).
- Additional logistical plans (e.g. event, marketing, parking, security, crowd-control/ticketing, waste management, and 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.
- Additional requirements and City department approvals as identified by the City.

7.0 RESERVATION HOURS AND ROOMS

Hours of Operation

Regular hours when City facilities are normally open to the public and City observed holidays when City facilities are normally closed are presented in Exhibit 1. Reservations on City holidays and reservations extending beyond Regular Facility Hours are subject to extended staffing fees beyond the reservation fees.

Premium Rooms and Primetime Hours

Premium Rooms are rooms in highest demand for reservations by the community. Primetime Hours are the most popular hours for room reservations. Premium Rooms during Primetime Hours are subject to additional fees and maximum reservation limits. Refer to Repeat Usage below for maximum reservation limits. Refer to Exhibit 1 for a list of Premium Rooms and Primetime Hours.

Multiple Rooms

Reservations with multiple rooms may be accommodated when available. Multiple room use may be denied if general availability is impacted on an ongoing basis.

Repeat Usage

To ensure public parks and facilities are available for general use and the enjoyment of the entire Irvine community (IMC 3-4-302), all Premium Rooms are subject to the following limitations:

- A maximum of 12 Premium Room reservations shall be permitted during Primetime Hours in a calendar year.
- Premium Rooms that remain unreserved during Primetime hours within 30 days of the desired reservation date may be booked by any user, regardless of whether they have reached their annual limit of 12 Premium Room reservations during Primetime. Reservations made under this 30-day availability policy will not count toward the annual reservation limit. To qualify, a new application must be submitted no less than 30 days in advance of the requested reservation date. Reservation requests may only include dates within a single calendar month and may not extend beyond one month from the application date. Example: An application submitted on May 1 may request available dates in June, but not for July or beyond.
- Ongoing reservations may be limited if reservation volume, location, or time substantially impacts general availability to other users on an ongoing basis.

8.0 DEPOSITS AND FEES

Deposits and Payments

Reservation deposits must be paid within 3 business days of the application approval. Remaining reservations fees are paid at least 60 days prior to the reservation date. If a reservation request is received less than 60 days from reservation date, all fees and deposits are required at the time of application approval. A standing deposit will be required for all ongoing reservations with a credit card maintained on file.

Payment Schedules 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. Applicants with ongoing reservations 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.

Refunds of Deposit

Deposits will be refunded pending compliance with the Condition of Facility Report following the reservation (see Section 14.0). Deposits will be refunded for ongoing reservations after the final date on the approved permit.

9.0 RESERVATION CANCELLATIONS AND CHANGES

Cancellations – Request must be submitted in writing

Cancellation Request Date	Facility Fees Refunded	Cancellation Fee based on Deposits Paid
30 days or more	100%	Processing Fee Only
29 days or less	100%	50%
No Show	0%	100%

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 signs in and out and 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.

Reservation Changes/Add-Ons to a Paid Permit - Request must be submitted in writing

Change	Days	Fees Charged
First Change	30 days or more	\$0 OR Processing Fee if it is to the date or facility
First Change	29 days or less	\$0 OR 50% of deposits paid if it is to the date or facility
Subsequent Changes	30 days or more	Processing Fee
Subsequent Changes	29 days or less	Processing Fee OR 50% of total deposits paid if it is to the date or facility

- The first change to a paid permit, per 12-month period, will be processed at no charge if it is submitted 30 days or more prior to the reservation date. However, if it is a change to the date or facility, a Processing Fee will apply.

- Subsequent changes are subject to a Processing Fee when submitted 30 days or more prior to the reservation date.
- All changes to the date or facility submitted 29 days or less prior to the reservation date will incur a fee equal to 50% of the total deposits paid.
- For ongoing reservations, requests to add dates, rooms, or facilities require a new application submitted at least 30 days prior to the reservation date. Applications will be processed along with all other facility applications on a first-come, first-served basis, and are subject to availability. Additional deposits will be required for adding new rooms.
- Requests to change or add reservation time will be accommodated subject to availability. Date of submission will be assessed according to the chart above.

Day of Reservation Changes

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. Fees shall be invoiced at 150 percent of the applicable reservation rate. No refunds or credits will be issued for early departure from an approved reservation. Request for additional room (upon availability) will be billed at 150 percent of the standard rental fees.

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

10.0 FACILITY REQUIREMENTS

Applicants are responsible for following all facility rules and regulations. 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 any future requests.

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, including, but not limited to, the following:

- Events where alcohol is served
- Events with an attendance of 100+
- Events with an attendance of 50+ youth

Advertising

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

Emergency Response

Facility reservation permit holders may be held responsible for all charges related to an associated police or fire department response.

Equipment Rental

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 site staff at the pre-reservation walk-through meeting. Fees and/or deposits are required and must be paid no later than the day of the reservation.

Installation of Temporary Structures, Displays, and Exhibits

Public parks 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.

Kitchen Use

Kitchen use must be requested on the application and is only permitted with a reservation of another room in the facility. Only warming of prepared food is allowed; cooking is prohibited per health codes. Use of the refrigerator and other amenities may be limited and should be coordinated with site staff. Applicants must bring their own kitchen utensils and supplies and remove all items, including food and beverages, at the end of the reservation. The kitchen must be left clean and in its original condition.

Loading/Unloading and Deliveries

Loading/unloading and deliveries must take place during reservation time only. Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, and prior approval must be obtained from site staff. Staff are not authorized to sign for any deliveries; applicant must accept all deliveries.

Minors

Youth-oriented reservations require submission of a guest list and one chaperone for every ten youth participants. Chaperones must be 25 years or older. Youth-oriented reservations may also require wristbands, other identification methods, additional staff person(s), and/or security at the applicant's expense.

Occupancy Levels/Americans with Disabilities Act (ADA) Accommodations

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

Pre-Reservation Walk-Through

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

Public Address and Amplified Sound Systems

Use of public address and amplified sound systems is only allowed in designated locations and times and 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 Sec. 3-4-125).

Smoking and Use of Vaporizers

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

Walk-On Use of Outdoor Facilities

Reservations of picnic or large outdoor group use areas have priority over walk-on use of the same area. Unreserved areas remain available for use 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 or activities offered or associated with a for-profit or nonprofit organization is prohibited without an approved reservation. Drop-in use may be limited to accommodate any facility maintenance.

11.0 VENDORS

A vendor is an individual or business displaying or selling items, or providing a service (e.g. bounce houses, mobile food trucks, and caterers) for an approved reservation. The permit holder is responsible for paying the associated fees and obtaining licenses for any vendors.

The permit holder and/or event contact is responsible for submitting any required vendor documents to City staff at least 30 days prior to the reservation date. Due to the nature of the service or item being displayed/sold, proof of liability insurance and other permits may be required.

Animals, Mechanical Trains, Rides, and Gaming Activities

Pony rides and mechanical trains/rides are not permitted in City parks. Petting zoos may be permitted with approval of the site supervisor, additional fees, and an Animal Services Permit. Applicants must also provide an approved safety, supervision, and clean-up plan prior to approval.

Game trucks, nerf activities, laser tag, etc. may be permissible at City parks with approval from site supervisor and Irvine Police Department. Additional insurance may be required at the applicant's expense and is due at least 30 days prior to the reservation date.

Bounce Houses

Bounce houses require a bounce house permit and are only permitted in designated areas of select community and neighborhood parks.

Use of a bounce house at a community park requires a reservation of an adjacent picnic area. Use of more than one bounce house or use of a bounce house with an indoor reservation may be approved on a case-by-case basis. Approvals with an indoor reservation may require a permit of an adjacent outdoor area (e.g. picnic area, patio, or courtyard).

Use of a bounce house at a neighborhood park does not guarantee access to its picnic shelter. Permit holders must adhere to policies as outlined in the walk-in use of outdoor facilities.

Bounce houses must be rented from a vendor that has submitted the required documentation and been approved by the City. Reservations will not be approved for bounce houses with water elements, personal bounce inflatables, dunk tanks, and water slides. Reservations for use of a bounce house may not impede access by the general public to open park amenities and may not interfere with other City programs and permitted activities.

Mobile Food Trucks and Food Vendors

Mobile Food Trucks and Food Vendors at reservations open to the public require various permits. 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 ALCOHOL

Approval for alcohol service during reservations is subject to applicable fees and compliance with the following requirements:

- Liquor liability insurance
- A licensed bartender or serving attendant, 21 years of age or older, who has completed "Special Event Server Training" 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/donation. Alcohol service time must be approved by the City. For reservations where a

nominal amount of alcohol is used strictly for ceremonial purposes only, exceptions to some or all of the alcohol requirements may be granted.

13.0 SECURITY AND CUSTODIAL SERVICES

Security

Depending on the number of youth attendees, presence of alcohol, and/or size of attendance of an indoor/outdoor reservation, security service may be required by the City. Security fees are subject to current City contract rates. Applicants are responsible for paying all associated fees for security services and may not provide their own security guards. Security schedule will be determined by the City. Requests for Security shall be made at least 30 days prior to reservation date. Requests made less than 30 days are subject to availability.

Custodial Service

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 fees are subject to current City contract rates. 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.

14.0 FACILITY CONDITION

Reserved facilities must be left in the same condition as received by the applicant. Any damages to, or defacement of, City facilities, equipment, and/or park amenities, including grass and foliage, will be deducted from the reservation deposit, and/or billed to the applicant to replace or repair the damage. The City reserves the right to bill the applicant for damages occurred above the deposit amount. Extensive damage incurred by rental group and/or failure to pay any remaining fees may result in cancellation of future reservations and prohibition of future reservation requests.

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 during the pre-reservation site walk-through. Rice, confetti, glitter, and birdseed-throwing, and sparklers are not allowed. Fog machines are permitted on cement or ground areas only and are subject to City approval. The applicant will be held responsible for any damage to the facility.

Facility Inspection

At the time of arrival on the day of the reservation, the applicant and/or event contact must inspect the premises with staff and sign a Condition of Facility Report. The Condition of Facility Report will document the arrival/departure time and the condition of the facilities before and after the reservation. All facility clean-up must be accomplished and people associated with reservation must vacate rented area(s) by the end of the permitted reservation time or additional charges may be assessed. Failure to complete clean-up within permitted reservation time may also result in cancellation of future reservations and prohibition of future reservations.

15.0 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 reservation permit, City Film Permit, and Open Space permit are required for the Open Space Preserve for commercial filming/photography or low-impact non-commercial filming/photography. 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 application 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 to film during an approved private party reservation (e.g. wedding, family reunion) 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 Department when terms and conditions of the approved Film Permit are violated. Specific regulations, policies, and procedures may vary by facility.

16.0 SPECIAL FACILITIES

Bommer Canyon Cattle Camp

The Bommer Canyon Cattle Camp (Camp) requires a facility reservation permit. The Camp is subject to special restrictions designed to protect this important preservation area in the City's Open Space Preserve. Use may be suspended periodically to support sustainability and to limit impact on the fragile ecosystem.

Irvine Civic Center

The primary use of the Irvine Civic Center (Civic Center) is to conduct City business such as City Council and City Commission meetings; City Department daily operations; work-related City meetings, trainings, and seminars; Council-appointed task force and committee meetings; and for civic events such as candidate forums, public hearings (local, county, state, public utility); and other government and civic activities. The Civic Center is available for limited reservations for public use.

Irvine Open Space Preserve

All use of the Irvine Open Space Preserve (Preserve) and trails, permitted or otherwise, are limited to passive recreation, such as hiking, biking, horseback riding, and other uses compatible with the natural amenities of these lands, as authorized by the Department. Activities likely to degrade, impede, disrupt, or cause irreversible harm to the Preserve habitat are not permitted. Access to any area may be restricted by the City during significant events, including but not limited to, rain, fire, or wind.

Permits require a special application and are subject to the approval of the Director of Community & Library Services or designee. Requirements depend on the type of event planned, the potential impact to the surrounding habitat, and the ability of the applicant to meet City conditions.

Great Park, Athletic Reservations, and Aquatics Facilities

Great Park, athletic, and aquatics facilities are not governed by this Policy. Please refer to their respective policies for information on reservation of these facilities.

17.0 ADDITIONAL CITY POLICIES AND AGREEMENTS

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



Regular Permit Hours

Below are the regular hours for indoor room reservations of City community centers and outdoor reservations of gardens, courtyards, patios, and picnic areas. Reservation requests for permits extending beyond regular hours or on City observed holidays (see below) are subject to additional personnel costs above and beyond the reservation fees.

Observed City Holidays	
New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day

Community Centers and Parks Permit Hours

Regular Indoor Permit Hours

Monday through Friday	9 a.m.–9 p.m.
Saturday	9 a.m.-10 p.m.
Sunday	Noon-6 p.m.

Regular Outdoor Permit Hours

Monday through Saturday	9 a.m.-8 p.m.
Sunday	Noon-6 p.m.

Community Centers and Parks Permit Hours apply to the following facilities:

Colonel Bill Barber Marine Corps Memorial Park 4 Civic Center Plaza, Irvine 92606	Northwood Community Park 4531 Bryan Avenue, Irvine 92620
Cypress Community Park 255 Visions, Irvine 92620	Portola Springs Community Park 900 Tomato Springs, Irvine 92618
Deerfield Community Park 55 Deerwood West, Irvine, 92604	Quail Hill Community Park 39 Shady Canyon Drive, Irvine 92612
Heritage Community Park 14301 Yale Avenue, Irvine 92604	Turtle Rock Community Park 1 Sunnyhill Drive, Irvine 92603
Las Lomas Community Park 10 Federation Way, Irvine, 92603	University Community Park 1 Beech Tree Lane, Irvine 92612
Los Olivos Community Park 101 Alfonso, Irvine 92618	Woodbury Community Park 130 Sanctuary, Irvine 92620

Senior Centers Permit Hours

Regular Permit Hours

Monday through Friday 8 a.m.-6 p.m.
Saturday/Sunday Available for reservations, additional fees apply

Senior Centers Permit Hours apply to the following facilities:

Lakeview Senior Center
20 Lake Road, Irvine 92604

Trabuco Center
5701 Trabuco Road, Irvine, 92620

Rancho Senior Center
2 Ethel Coplen Way, Irvine 92612

Other Facilities Permit Hours

Regular permit hours are as follows for these facilities:

Bommer Canyon Preserve

11 Bommer Canyon Road, Irvine 92603

Reservation Season: April–October
Monday through Sunday 7 a.m.-Midnight

Harvard Community Center

14701 Harvard Avenue, Irvine 92606

Monday through Friday 4-9 p.m.
Saturday 9 a.m.-10 p.m.
Sunday Noon-6 p.m.

Irvine Civic Center

1 Civic Center Plaza, Irvine 92606

Monday through Thursday 4-9 p.m.
Friday 8 am.-5 p.m.
Saturday/Sunday Available for reservations, additional fees apply

Civic Center West

17101 Armstrong Avenue, Irvine 92614

Monday through Thursday 4-9 p.m.
Friday 8 a.m.-5 p.m.
Saturday/Sunday Available for reservations, additional fees apply

Sweet Shade Ability Center

15 Sweet Shade, Irvine 92606

Monday through Friday 10 a.m.-6 p.m.
Saturday/Sunday Available for reservations, additional fees apply

Primetime Hours and Premium Rooms

Primetime Permit Hours

Friday	5-9 p.m.
Saturday	9 a.m.-10 p.m.
Sunday	Noon-6 p.m.

Premium Rooms

Primetime Permit Hours apply to the following premium rooms:

Civic Center West
Multipurpose Room

Cypress Community Center
Multipurpose Room

Deerfield Community Center
Multipurpose Room

Heritage Community Center
Multipurpose Room

Irvine Civic Center
Conference & Training Center
Council Chamber

Lakeview Senior Center
Auditorium
Pat & Derrel Kay Café

Las Lomas Community Center
Multipurpose Room

Los Olivos Community Center
Multipurpose Room

Northwood Community Center
Multipurpose Room

Portola Springs Community Center
Multipurpose Room

Quail Hill Community Center
Multipurpose Room
Multipurpose Room A
Multipurpose Room B
Classroom
Classroom A
Classroom B

Rancho Senior Center
Multipurpose Room
Multipurpose Room 2
Multipurpose Room 3

Sweet Shade Ability Center
Multipurpose Room

Trabuco Center
Multipurpose Room
Multipurpose Room A
Multipurpose Room B

Turtle Rock Community Center
Multipurpose Room

University Community Center
Multipurpose Room 2

Woodbury Community Center
Multipurpose Room