



COMMUNITY SERVICES POLICY

Orange County Great Park Facility Reservation Policy



City Council Resolution Number: 18-43

City Council Approved: 05/22/18


Director of Community Services

1.0 **POLICY STATEMENT**

The Community Services Department (Department) is responsible for managing activities, events, and reservations for the City of Irvine's Orange County Great Park for the enjoyment of the community. The Orange County Great Park Facility Reservation Policy (Policy) is established to ensure use of the Orange County Great Park (Great Park) 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 to provide equitable and reasonable access to Great Park facilities. In accordance with the Irvine Municipal Code (IMC) Section 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 facilities by residents, community organizations, businesses, and nonresident users. With the exception of the facilities governed by the Sports Complex Field Allocation and Fee Policy, all indoor and outdoor reservations at the Great Park shall be governed by this Policy.

3.0 **POLICY ESTABLISHMENT AND PERMIT FEES**

In accordance with IMC Section 3-4-102, *the Community Services Department may from time-to-time establish reasonable rules, procedures, policies or regulations governing the use and enjoyment of any park and open space area, building, structure, equipment, apparatus or appliance thereon in order to maximize the use and enjoyment of parks by the public in addition to those contained in this division, and no person shall disobey or violate the same.*

The Department shall implement and administer this 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

Resident and nonresident reservation requests of private individuals, nonprofit organizations, government agencies, and commercial entities are defined by the permit categories shown below:

Category	Irvine Permits (R)	Nonresident Permits (N)
A	<ul style="list-style-type: none"> ▪ Nonprofit Organizations ▪ Schools (K-12 public/nonprofit) ▪ Government/Military 	<ul style="list-style-type: none"> ▪ Nonprofit Organizations ▪ Schools (K-12 Public/Nonprofit) ▪ Government/Military
B	<ul style="list-style-type: none"> ▪ Private Parties ▪ Universities and Colleges (public and nonprofit) 	<ul style="list-style-type: none"> ▪ Private Parties ▪ Universities and Colleges (public and nonprofit)
C	<ul style="list-style-type: none"> ▪ Commercial ▪ For Profit Entity 	<ul style="list-style-type: none"> ▪ Commercial ▪ For Profit Entity

Note: The categories above are not applicable to event packages.

Nonprofit Organization Permits

Incorporated nonprofit civic, social, cultural, and religious organizations. To qualify for resident reservation rates, membership-based organizations shall verify participation equal or greater than 70 percent Irvine residents. Rosters for membership and participation will be reviewed at the time of application. The applicant shall produce rosters and attendance records at any time upon request of the City of Irvine.

Incorporated nonprofit organizations that do not meet residency requirements may be invoiced at Irvine Permit reservation rates when the organization’s primary mission is philanthropic, and service-driven for the Irvine community and its residents.

Private Party Events

Examples of reservation requests for private parties include family reunions, wedding receptions, and family picnics. Reservations that require attendees to pay an admission fee, and/or pay for good or services shall be invoiced at Category C reservation rates.

Requests on behalf of an individual fundraising or campaigning for public office in Irvine shall be invoiced at resident rates for Category B. All other requests of political parties and candidates for public office not within the boundary of the City of Irvine shall be invoiced at nonresident rates for Category B.

Commercial and Profit-Seeking Permits

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.

5.0 RESERVATION CALENDAR

Reservations are approved on a first-come, first-served basis. Applications may be submitted up to 12 months in advance, but no less than 40 days prior to the requested date. City may accommodate requests with less than 40 days' notice subject to space availability, staffing, and reservation logistics.

Note: Reservation requests for large special events as described in Section 6.0 must be submitted no less than 90 days prior to the requested event date.

6.0 ADDITIONAL PERMIT REQUIREMENTS

As determined by the City, public and private events such as festivals, carnivals, and 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 requirements:

- 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 worker's compensation
- Security services
- Fees for additional services (i.e. event staff, custodial, parking management, and portable restrooms)
- Additional event plans (i.e. 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 (i.e. bleachers, staging, fencing, tenting)
- Additional requirements and City department approvals as identified by the City

Additional Staff

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 park, and staff that are scheduled specifically for the event/reservation. Full costs associated with the assigned staff will be applied.

7.0 PAYMENTS, DEPOSITS AND INSURANCE

Payments

All facility reservation fees and deposits must be paid prior to permit issuance and at least 30 days prior to the reservation. Payment plans may be available to users in good standing. Applicants shall have a credit card on file for payment plans; fees are charged to the credit card as agreed in the terms of the payment plan. Future reservations may be canceled or denied for users with outstanding balances.

Deposits

Applicants must pay a deposit at the time of application. Deposits will be refunded pending compliance with the Condition of Facility Report (see Section 10.0). A standing deposit shall be created for all ongoing reservations with a credit card on file, or payment equal to double the normal reservation deposit. Deposits will be refunded for ongoing reservations after the final date on the approved application.

Insurance

The City may require applicants to provide liability insurance for reservations. Insurance requirements are determined based on the City's risk assessment of the activity/event. Insurance requirements vary by the type of event, facility, the number of anticipated guests, and 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 prior to the reservation.

8.0 RESERVATION CANCELLATIONS AND CHANGES

Cancellations

Non-Event reservation cancellations and refunds are processed as follows:

Cancellation Date	Fees Refunded	Deposit Refunded
31 days or more	100%	100%
30 days or less	100%	0%
No Show	0%	0%

Event reservation cancellations and refunds are processed as follows:

Cancellation Date	Fees Refunded	Deposit Refunded
91 days or more	100%	100%
90 days or less	75%	0%
30 days or less	0%	0%

All cancellations are subject to 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 written cancellation notice shall be considered a No Show. Applicants with three or more No Shows may lose reservation privileges and remaining reservations may be canceled.

Reservation Changes

Reservation changes include, but are not limited to: date, time, rooms, number of attendees, and amenities. Changes are processed in accordance with the following schedule:

Change Date	Processing Fee
31 days or more	One change at 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

Day of Event 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 permit.

9.0 RESERVATION HOURS (REGULAR AND PRIMETIME HOURS)

The hours shown below are identified as regular hours for reservation of facilities at the Great Park:

Monday - Friday	9 a.m. - 9 p.m.
Saturdays	9 a.m. - 10 p.m.
Sundays	12 noon - 6 p.m.

Great Park indoor and outdoor facilities are limited and in high demand for reservations by the community. Primetime hours are the most popular hours for room reservations. Reservation requests for Great Park rooms and outdoor spaces during primetime hours are subject to maximum reservations of 12 permits during a calendar year.

Friday	6 p.m. - 9 p.m.
Saturdays	9 a.m. - 10 p.m.
Sundays	12 noon - 6 p.m.

Indoor and outdoor spaces that remain available (unreserved) within three weeks of a specific date may be reserved by any applicant. Reservations with this “three-week availability” do not count against the annual limit of 12 reservations.

10.0 FACILITY AND SITE REQUIREMENTS

Reservation permits are required for use of all City facilities, except where walk-on use is permitted, such as picnic facilities. All gatherings with 50 or more persons requires a reservation permit (IMC Section 3-4-123).

Reservation 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.

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.

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

The City will determine the facilities available for reservation (e.g. dates, days and times), and may limit reservations to ensure balance is provided for scheduled activities with other community interests for the exhibits, programs, and drop-in activities.

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

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

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

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 facilities, except in designated smoking areas.

Emergency Response

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

Drop-In Activities

Reservations have priority over drop-in/walk-on use of the same area. Unreserved outdoor spaces are available for drop-in use by private parties on a first-come,

first-served basis. Patrons using facilities for drop-in activities must be present and may not post signs indicating reservation of an area. Groups of 50 or more require a reservation.

Youth-Oriented Reservations

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

Inspections and Condition of Facilities

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 will be deducted from the reservation deposit, and/or billed to the applicant to repair or replace the damage. 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 during the reservation walk-through. Rice, confetti, glitter, and birdseed-throwing 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.

At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Condition of Facility Report. This report consists of a checklist to ensure clarity regarding the arrival time and the initial condition of the facilities and amenities reserved. A post-reservation walk-through is required to note and record any deficiencies on the Condition of Facility Report.

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 prior to the reserved date. Caterers and special event coordinators should also attend the walk-through meeting. Failure to complete a walk-through meeting may result in cancellation of the reservation and forfeiture of fees/deposits.

Additional Permits and Licenses

Applicants are responsible for obtaining all required 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, Vendor Permit, and Bounce House Permit.

Loading/Unloading Supplies and Deliveries

Use of motorized vehicles on park grounds for loading and unloading of supplies requires prior approval of the site supervisor. City staff are not authorized to sign

for deliveries. Deliveries to the Great Park must be received during approved reservation times and the applicant or a representative must be present to accept deliveries.

Mobile Food Trucks

Mobile Food Trucks are only permitted via the special event permit 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 that will be 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 flyer and/or electronic communication must be submitted for approval. Images and use of the City and the Orange County Great Park logo, and the use of the Great Park Balloon and its image, are restricted and requires advance written approval by the City's Public Information Office.

Installation of Temporary Structures, Displays and Exhibitions

Public parks are intended for the use and enjoyment of City residents. Installation of temporary structures, displays, and exhibit 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. Temporary structures, displays, or exhibit may be approved through the special event permitting process.

Vendors

Individuals or businesses displaying or selling items, or providing a service (e.g. bounce houses, mobile food trucks, and caterers), must have a reservation permit or a service-provider for an approved reservation. Vendor must pay a Vendor Permit Fee and must provide proof of 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 onsite meeting contact, or designee, at time of the reservation walk-through. Due to the nature of the service or items being displayed or sold, proof of liability insurance and Orange County Health Department TFF inspection permits may be required.

Public Address and Amplified Sound Systems

Use of public address and amplified sound systems are only allowed in designated locations/times and in accordance with the terms of the reservation permit. Requests for public address systems is approved during the application process (IMC Section 3-4-125).

Bounce Houses

Use of a bounce house requires a reservation of an area within the park and bounce houses are only permitted in specific locations of the park. 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 and may require reservation of an adjacent outdoor area. The City maintains a list of approved bounce house vendors and bounce houses must be rented from these approved vendors. Bounce houses with water elements, personal bounce inflatables, dunk tanks, and water slides are prohibited. Bounce houses may not impede other City programs and permitted activities.

Animals and Mechanical Trains/Rides

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 reservation approval. Additional insurance may be required at the applicant's expense and is due at the time of application.

11.0 COMMERCIAL FILMING AND PHOTOGRAPHY

Commercial filming/photography at a City facility requires a reservation and 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 to film during a private party reservation (e.g. wedding, family reunion) is not required to obtain a Film Permit. The photographer is required to have a City of Irvine 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 could 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.

12.0 ALCOHOL

Permits for alcohol associated with reservation of a sports field or court are 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

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

14.0 CUSTODIAL SERVICES

All facility clean-up must be accomplished by the permit end 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 charged an hourly rate and subject to the current City contract rate. Porters are scheduled for a minimum of four (4) 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.