

**FEE INFORMATION:** The fee schedule is based on the whether or not the applying organization is a non-profit. To qualify for the non-profit rate, an organization must be:

- (a) registered as a non-profit corporation with the State of California, or if not registered with the State, must have a constitution or bylaws which clearly state that the objectives of the organization are of a non-profit, non-commercial nature.
- (b) comprised of volunteers, 50% of whom must be Fountain Valley residents.
- (c) Further, applicant organizations may be asked to submit:
  - If incorporated, submit **State incorporation papers and bylaws**; if not incorporated, submit **constitution and bylaws**.
  - A **current financial statement**. An additional financial statement (for ongoing bookings) will be required on October 1 of each year.
  - A signed statement verifying that 50% or more of the membership is made up of Fountain Valley residents, along with a copy of the organization's current roster.
  - must have membership and meetings that are open to the public.

**SCHEDULE OF PRIORITY OF USE**

(Fees are established by the fee resolution. However, the minimum charge for groups 2, 3, and 4, as defined below, is \$30.)

Group 1:	<b><u>Public Agencies and Related Groups</u></b> City-funded or co-sponsored groups} City employee groups} Other public agencies, e.g., schools }	No charge
Group 2:	<b><u>Non-profit organizations</u></b>	\$10 first two hours \$5 each additional hour
Group 3:	<b><u>Private parties and groups</u></b> Resident	\$15 first two hours \$ 7 each additional hour
	Non-resident	\$20 first two hours \$ 9 each additional hour
Group 4:	<b><u>Business/Proprietary organizations</u></b> Resident	\$20 first two hours \$ 9 each additional hour
	Non-resident	\$30 first two hours \$15 each additional hour

IRVINE

Arrangements for restroom accessibility must be made in advance as necessary.

8. Irvine City Hall Combo (IHC)  
 Combined usage of CCC, CTC, L102, L104, K, and Lobby  
 Read all applicable information for each room.

**C. CAPACITIES, DEPOSITS AND FEES**

1. Normal Operating Hours - Reservations available for Category I users only, no hourly charge.  
Extended Hours Fees - All Category II and non-City of Irvine Category I applicants utilizing the facilities Monday through Thursday, at other than normal operating hours, will be charged the category rate itemized below, in addition to other applicable fees.
2. Weekends and Closed Fridays - Reservations available for Category I-VI users.

	Training/			Standing	Deposit	I	CATEGORIES				
	Banquet	Meeting	Theatre				II	III	IV	V	VI
<b>Irvine Civic Center</b>											
CCC			180		\$399	\$38	\$45	\$59	\$78	\$100	\$129
CTC	80	80	100		\$199	\$38	\$45	\$59	\$78	\$100	\$129
L-102	28	36	40		\$156	\$32	\$40	\$53	\$68	\$88	\$115
L-100	12	16		*	---	---	---	---	---	---	---
L-101	12	16		*	---	---	---	---	---	---	---
Kitchen					\$54	\$3	\$5	\$8	\$11	\$15	\$18
L-104		10			\$92	\$27	\$34	\$43	\$55	\$70	\$91
Lobby				300	\$156	\$38	\$39	\$53	\$68	\$88	\$115
Combo					\$900	\$138	\$170	\$222	\$288	\$374	\$484
*Piazza Less than 250					\$399	\$38	\$47	\$66	\$88	\$116	\$148
*Piazza more than 250					\$809	\$45	\$57	\$80	\$105	\$143	\$178

\* Reservations and fees for L102 only, room can be set-up as two rooms, if requested.

\*Steam cleaning deposits may be required.

## IRVINE

27. All the fees listed in this policy will be adjusted every (3) three years, by the same percentage as the aggregate change in the Consumer Price Index for the (3) three previous completed calendar years, as determined by the U.S. Department of Labor. These increases will become effective for all uses starting the following September 1. Fee adjustments may be brought forward outside of the (3) three year cycle at the discretion of staff for such things as a major aggregate adjustment in the CPI, a single year adjustment of 4% or more, adjustments needed to meet marketplace relationships, or at the completion of a full cost analysis to assure maintenance of cost recovery goals.

### B. DEPOSITS and REFUNDS

Full deposits are required for all building and park applications at the time of submission. **The applicant** must pay monies to satisfy all fees. Any refunds or credits due are refundable only to the applicant, less any balances due.

Failure to comply with reservation requirements, or related conditions or falsification of information is a violation of City Ordinance #1-1-113 and subject to penalty thereunder. When any reservation condition or reservation policy is not followed, the full deposit may be forfeited.

If the facility and/or equipment is not cleaned or is damaged due to the applicant's use, the deposits paid may be partially or totally forfeited and any additional costs billed to the applicant.

Any deposit remaining after post-event fees are determined and assessed will be refunded. If the applicant leaves early, fees already collected (to the ½ hour) will be refunded with any balance of the deposit. Refund checks take approximately four (4) weeks to process and are mailed payable to the applicant or refunded directly to the applicant's credit card.

Any regular user who prefers to keep a standing deposit on account with the City rather than being refunded after each event may make arrangements with Facility Reservations to do so.

### C. RATE CATEGORIES

The following categories are only for the purpose of determining fees and charges and do not imply any priority system for facility access unless specified as in Aquatics and Field Policies, Sections X, XII, and XIII. **All applications are considered on a first come, first serve basis** for available space. Category status is determined when application is approved.

Category I: City of Irvine sponsored and co-sponsored events, and agencies with a joint use agreement with the City of Irvine.

Examples: City and Community Services events  
Irvine Unified School District

↘ Category II: Irvine Resident not-for-profit civic, social and religious organizations with at least **57% Irvine resident members**; resident college organizations and committees recognized as not-for-profit by the college; any organization sponsoring a public forum or candidate's night, and governmental agencies serving Irvine residents.

Examples: Boy Scout Troops  
State of California Dept. of Personnel

↘ Category III: Irvine Resident public college and university class activities (credit or non-credit); and resident not-for-profit civic, social, and religious organizations with at least 51%, but less than 57% Irvine resident members.

Examples: Irvine Valley College class activities  
Harvest Community Church

↘ Category IV: Irvine Resident private party activity, resident political candidate or party use (for fundraisers, work parties and social events). Proof of residency is required.

Examples: Resident wedding reception  
Irvine City Council Candidate fundraiser

## IRVINE

Category V: Irvine based business and profit-making organization; non-resident not-for-profit, civic, social and religious organizations; non-resident schools, their organizations and committees; non-resident private party activity.

Examples: Hyatt Regency of Irvine  
Make A Wish Foundation

Category VI: Non-resident business and profit-making organization or company; non-resident political candidate or party use (i.e. fundraisers, work parties, social events).

### D. CATEGORY I PROVISIONS

Category I applicants normally do not pay rental fees unless the particular use imposes additional expenses to the City. **Category I users will be charged for all extended hours use.**

### E. CATEGORY II QUALIFICATIONS & INFORMATION

In order to qualify as a Category II user, an organization must submit the following to the Facility Reservations Department. **Annual maintenance of all group information is required to maintain Category II and Category III status.** The City of Irvine reserves the right to require additional information to establish Category II status.

- a. A copy of its State of California not-for-profit incorporation papers or tax-exempt IRS letter. A non-incorporated organization may submit a constitution or bylaws, which clearly state that the objectives of the organization are of a non-profit, non-commercial, and non-discriminatory nature.
- b. A roster of current and active membership, including complete addresses with zip codes with at least 57% of members being **Irvine residents**. Those unable to provide a roster must sign an AFFIDAVIT declaring that residency is 60% or better. Falsification of information is a violation of City Ordinance #1-1-113 and subject to penalty thereunder.
- c. A roster of officers, including names, titles, and telephone numbers.
- d. A list of one to five (1-5) authorized reservers for your organization with complete addresses, zip codes and telephone numbers. All authorized reservers must be Irvine residents.
- e. A copy of the organization's Insurance Certificate with an endorsement.
- f. A copy of a bank statement or cancelled check from an Irvine bank, mailed to an Irvine residence or business address.
- g. A City of Irvine Business License

### F. CATEGORY III QUALIFICATIONS

Non-profit civic, social, and religious organizations with at least 51%, but less than 57% Irvine-resident membership and meeting all the above Group II requirements (a-g) will qualify for Group III rates.

### G. ADDITIONAL FEES

**CANCELLATIONS:** (Indoor Facilities): Written notification of a cancellation is required and must be mailed, e-mailed ([facilityresstaff@ci.irvine.ca.us](mailto:facilityresstaff@ci.irvine.ca.us)), or faxed to Facility Reservations (949) 724-6608. Any cancellation, including changes of facility or date prior to the event date will be assessed a cancellation fee equal to half the deposit paid.

**Category I-III:** No less than fourteen (14) calendar days prior to the event date.

**Category IV-VI:** No less than thirty (30) calendar days prior to the event date.

**NOTE:** For cancellations of outdoor facilities see Section V-A.8



## NEWPORT BEACH

## Recreation &amp; Senior Services Department

3300 Newport Blvd - PO Box 1768  
Newport Beach, CA. 92658-8915

Phone: (949) 644-3151 — FAX: (949) 644-3155

## PARK &amp; FACILITY RENTALS

All rentals are governed by City Council Policies B-16 and B-13. Security/Compliance deposits are required for all public rentals. Park and Facility Reservations must be made a minimum of 5 working days in advance of the event.

**RESTRICTIONS**

The City does not issue park or community center rentals on Christmas Eve, Christmas Day, Martin Luther King Day, Easter, President's Day, Independence Day, Labor Day, Memorial Day, News Years Eve, New Years Day, Thanksgiving or Veteran's Day.

**PICNIC RENTALS:**

Only 2 Picnic Tables are included with any reservation! Rentals **DO NOT INCLUDE** exclusive use of public park areas or playgrounds. Picnic Rentals are for groups of up to 35 persons, 35+ must reserve and pay for both Picnic and Park grass areas!

**FEE SCHEDULE**

*(Rates listed are hourly rates – Rentals have a 2-hour minimum)*

YSCMO = Youth Sports Commission Members Organization

RNPYSO = Resident Non-Profit Youth Serving Organizations

R = City of Newport Beach Resident

NR = Non-Resident

PARKS & PICNIC AREAS	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
	R	NR			R	NR	R	NR
Picnic Area	111	221	9	9	18	36	22	44
Park Grass Area	111	221	9	9	18	36	22	44
Both Grass & Picnic Area	222	442	18	18	36	72	44	88
Peninsula Park Gazebo	111	221	9	9	18	36	22	44

**ELECTRICITY** is available only at Peninsula Park Gazebo for a \$13 per hour charge.

**RESERVABLE PICNIC AND/OR PARK AREAS** are located at the following parks:

- Arroyo
- Begonia
- Bonita Canyon-East
- Bonita Creek
- Buffalo Hills
- Channel Place
- Cliff Drive
- Eastbluff
- Galaxy View
- Grant Howald
- Inspiration Point \*\*
- Irvine Terrace-E
- Irvine Terrace-W
- Lookout Point \*\*
- Mariners
- Peninsula
- San Miguel
- Veterans Memorial
- \*\* Cannot reserve -- Memorial Day to Labor Day

**BOUNCE-HOUSES** and similar activities can only be accommodated at the following parks:

- Bonita Canyon-East
- Bonita Creek
- Buffalo Hills
- Channel Place
- Eastbluff
- Grant Howald
- Mariners
- Peninsula \*
- San Miguel
- Veterans Memorial

\* During summer months -- Bounce Houses are not allowed at Peninsula Park.

**WEDDING CEREMONIES** can be accommodated at many of the City of Newport Beach Parks, please call for information.

MEETING ROOMS	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
	R	NR			R	NR	R	NR
Balboa Cmty Ctr (Small Room)	111	221	15	15	30	60	52	104
Balboa Cmty Ctr (Dance Room)	111	221	15	15	30	60	52	104
Bonita Creek	111	221	15	15	30	60	52	104
Carroll Beek	111	221	15	15	30	60	52	104
Cliff Drive	111	221	15	15	30	60	52	104
Community Youth Center	111	221	15	15	30	60	52	104
Mariners VJC Room	111	221	15	15	30	60	52	104
OASIS Classrooms	111	221	15	15	30	60	52	104
West Newport Cmty Ctr	111	221	15	15	30	60	52	104
City Council Chambers	175	345	15	15	30	60	52	104
Balboa Cmty Ctr (2 rooms)	185	371	26	26	52	104	98	195
OASIS Multi Purpose Rm	215	423	26	26	52	104	98	195