



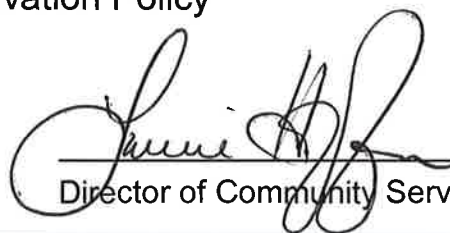
COMMUNITY SERVICES POLICY

Community Facilities Reservation Policy

City Council Resolution Number: 18-63

City Council Approved: 11/14/2017

City Council Amended: 08/28/2018


Director of Community Services

1.0 **POLICY STATEMENT**

The Community 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 and aquatic facilities are not governed by this Policy.

3.0 **POLICY ESTABLISHMENT AND PERMIT FEES**

In accordance with IMC Sec. 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 the Policy, as adopted by the City Council. Facility reservation fees are reviewed and approved by the City Council.

4.0 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 (R)	Non-Resident Permits (N)
A	<ul style="list-style-type: none"> ▪ Nonprofit Organizations ▪ Schools (K-12 public/nonprofit) ▪ Government 	<ul style="list-style-type: none"> ▪ Nonprofit Organizations ▪ Schools (K-12 Public/Nonprofit) ▪ Government
B	<ul style="list-style-type: none"> ▪ Households ▪ Universities and Colleges (public and nonprofit) 	<ul style="list-style-type: none"> ▪ Households ▪ 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

Nonprofit Organization Permits

Includes permits offered for incorporated nonprofit, civic, social, cultural, and religious organizations. To qualify for Category A (R), 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 applicant shall produce rosters and attendance records upon request of the City.

Incorporated nonprofit organizations that do not meet residency requirements may be invoiced at rates for Category A (R) when the organization’s primary mission is philanthropic and/or service-driven for the Irvine community and its residents.

Household Permits

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 good or services, shall be invoiced at Category C reservation rates.

Reservations for campaigns of a candidate for public office shall be invoiced as Category B, resident or nonresident rates.

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 accepted and processed on a calendar-year basis. Requests will be received and processed in accordance with this Policy on a first-come, first-served basis. Applications are accepted in accordance with the following calendar:

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

Applicants must be in good standing (e.g. current account balance, prior compliance with Policy) to qualify for priority registration.

Note: Irvine Residents (Category B) may request facilities more than one year in advance for a private family event (e.g. weddings), once annually.

Reservation requests must be made a minimum of 30 days prior to the scheduled event. Requests received with less than 30 days' notice, or events requested to be held on City observed holidays, may be accommodated subject to space availability, staffing, and reservation logistics.

6.0 **RESERVATION APPLICATION REQUIREMENTS**

- Reservation permits are required for use of all City facilities, except where walk-on use is permitted. All gatherings with 50 or more persons requires a reservation permit (IMC Sec. 3-4-123).
- Reservation applications are accepted on a first-come, first-served basis. 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. Applications and required documentation should be submitted at least 30 days prior to the requested reservation date. Requests received outside these timeframes may be granted if time and conditions allow. Reservations are confirmed in writing upon review and approval of all required documentation.
- Reservation permits are nontransferable and the applicant must be present for the entire event. The City may allow a reservation permit to designate a limited number of event contact persons to be present in lieu of the applicant.
- Unless stated otherwise, reservation periods are in 30-minute increments and shall include the time for set-up and clean-up following the event.
- The City reserves the right to relocate or modify reservations to meet safety requirements, or to ensure equitable access to 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 9.0 for information on Premium Rooms/Primetime Hours).

- Reservations where the primary use is commercial or profit-seeking in nature, such as charging admission or requiring attendees to pay for goods or services, may be prohibited; when approved, use will be permitted as a Category C reservation. This does not apply to facility use for philanthropic or fundraising purposes.
- 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/events in order 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 and Licenses

Applicants are responsible for obtaining any necessary 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.

Special Events

Special events with 200 or more attendees, and other large special events such as music and cultural festivals that may present public safety concerns due to the size and nature of the event, may require any or all of the following:

- 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 workers' compensation
- Security services
- Portable restrooms
- Fees for additional services (e.g. event staff, custodial, security, portable restrooms, and parking)
- Additional plans (e.g. event, marketing, parking, security, crowd-control/ticketing, waste management, and recycling)
- List of vendors, including names, addresses, contact information
- Parking of RV's, buses or oversized vehicles may be restricted
- Additional requirements and City department approvals as identified by the City

7.0 PAYMENTS, DEPOSITS, AND INSURANCE

Payments

Reservation fees and deposits must be paid prior to issuance of a permit and at least 30 days prior to the reservation. Payment plans may be available to applicants in good standing. Applicants shall have a credit card on file for payment plans; fees are charged to the credit card 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 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 event. Insurance requirements vary by the type of event, facility location, and 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 event.

8.0 RESERVATION CANCELLATIONS AND CHANGES

Cancellations

Refunds for reservation cancellations are processed as follows:

Cancellation Date	Fees Refunded	Deposits Refunded
31 days or more	100%	100%
30 days or less	100%	50%
No Show	0%	0%

Cancellations of any reserved date are subject to a Processing Fee.

Failure of the applicant or authorized event contact person to arrive at a scheduled event, and/or failure to provide a written cancellation notice is considered a No Show. Applicants with three or more No Shows may lose reservation privileges, and remaining reservations may be canceled.

Reservation Changes

Requests to change a reservation time, room, amenity, or the number of attendees will be accommodated subject to availability. One change per permit, per 12-month period, will be processed at no charge, with subsequent changes subject to a Processing Fee.

Requests to change the reservation date or facility will be processed subject to availability and will be assessed a Processing Fee. In addition, changes less than 30 days in advance will forfeit 50 percent of the deposit.

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.

9.0 RESERVATION HOURS (REGULAR AND PRIMETIME HOURS)

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 hours are subject to additional personnel costs above and beyond the reservation fees.

Premium Rooms and Primetime Hours

Premium Rooms are rooms in highest demand for reservations of 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.

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 in Primetime Hours that remain available (unreserved) within three weeks of a specific date may be reserved by any user. This "three week availability" reservation does not count towards the annual limit of 12 reservations of Premium Rooms in Primetime.
- Repeat reservations may be limited if reservation volume, location, or time substantially impacts general availability to other users on an ongoing basis.

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.

Annual Renewals

There are no annual reservation renewals; however, Category A (R) and Category B (R) requests are provided priority within the annual reservation calendar (Refer to Section 5.0 Reservation Calendar).

10.0 FACILITY AND SITE REQUIREMENTS

Applicants are responsible for following all facility site 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 applications.

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. 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.

Walk-On Use

Reservations of a picnic or large 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 require a reservation.

Minors

Youth-oriented events require 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.

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.

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-event site 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.

Pre-Event Walk-Through

The applicant and/or event contact person must arrange and attend a walk-through at the reserved site at least 14 days prior to the reserved date. Caterers and special event coordinators should also attend the meeting. Failure to complete a walk-through may result in cancellation of the reservation and forfeiture of fees/deposits.

Additional Staff

Some events may require additional program, facility, or maintenance staff due to the size or nature of the event. Additional staff time shall be billed per hour 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-event site walk-through meeting.

The City reserves the right to require additional staff for events including, but not limited to, the following:

- Events where alcohol is served
- Indoor events with an attendance of 150+
- Outdoor events with an attendance of 200+
- Events with an attendance of 50+ youth

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

Kitchen/Refrigerator Use and Cooking

Kitchen use must be requested on the application and must accompany a reservation of another room in the facility. Warming of prepared food is allowed in kitchens; however, health codes preclude cooking in kitchen facilities. Use of refrigerator may be limited and should be discussed with onsite personnel. Refer to the rental fee list for kitchen rates. Applicants must provide their own cooking utensils and supplies, all of which must be removed promptly upon event conclusion.

Loading/Unloading and Deliveries

Motorized vehicles may be permitted on facility grounds for loading and unloading of supplies only, and prior approval must be obtained from the onsite meeting contact. Community Services staff is not authorized to sign for any deliveries. Any deliveries must be made during reservation time only and the applicant must accept all deliveries.

Mobile Food Trucks

Mobile Food Trucks are only permitted via the Food Vendor permit process, and vehicle insurance, with specified limits, is required as outlined on the permit. Mobile Food Trucks are not permitted at all locations.

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.

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 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. Temporary structures, displays, or exhibits 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/sold, proof of liability insurance and Orange County Health Department Temporary Food Facility 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 and times. Use of amplified sound varies by facility and site. Persons wishing to set-up or operate a public address system during a reservation, shall obtain approval during the application process (IMC Sec. 3-4-125).

Bounce Houses

Bounce houses require a reservation permit and are only permitted in designated areas of select public 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). The bounce houses must be rented from the City's approved vendor list. 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.

Animals and Mechanical Trains and 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 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 reservation permit is required for the Open Space Preserve for commercial filming/photography, or high-impact noncommercial 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.

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 Community Services. 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

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
- A 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. For events where a nominal amount of alcohol is used strictly for ceremonial purposes only, exceptions to some/all of the alcohol requirements may be granted.

13.0 SECURITY

The City may require security guards at events held at City facilities. Depending on the number of youth attendees, presence of alcohol and/or size attendance of an indoor/outdoor event, security service may be required. Security fees are subject to current City security contract rates. Applicants may not provide their own security guards.

14.0 CUSTODIAL SERVICES AND FACILITY INSPECTION

All facility clean-up must be accomplished by the end of the permitted reservation 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 hourly, subject to the current City contract rate. Porters are scheduled for a minimum of four hours.

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 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.

15.0 SPECIAL FACILITIES

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, training 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.

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 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.

Preserve permits are needed for commercial activities (e.g. exercise classes on trails, filming or photography), high-impact noncommercial filming or photography, and for all groups of 50 or more. Permits require a special application and are subject to the approval of the Director of Community 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.

Orange County Great Park

The Orange County Great Park is not governed by this Policy. Please refer to the Orange County Great Park Facility Reservation Policy, and the Sports Complex Allocation and Fee Policy for information on reservation of these facilities.

16.0 ADDITIONAL CITY POLICIES AND AGREEMENTS

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



Regular Facility 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	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Independence Day	Christmas Eve
Memorial Day	Christmas Day
Labor Day	

Community Centers and Parks

Regular Indoor Permit Hours

Monday through Friday	9 a.m. – 9 p.m.
Saturday	9 a.m. – 10 p.m.
Sunday	12 noon – 6 p.m.

Regular Outdoor Permit Hours

Monday through Saturday	9 a.m. – 8 p.m.
Sunday	12 noon – 6 p.m.

Community Centers and Parks permit hours apply to the following facilities:

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

Senior Centers

Regular Permit Hours

Monday through Friday

Saturday/Sunday

8 a.m. – 6 p.m.

Available for reservations

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 Copen Way, Irvine 92612

Other Facilities

Regular permit hours are as follows for these facilities:

Harvard Community Center

14701 Harvard Avenue, Irvine 92606

Monday through Friday

Saturday

Sunday

4 p.m. – 9 p.m.

9 a.m. – 10 p.m.

12 noon – 6 p.m.

Irvine Civic Center

1 Civic Center Plaza, Irvine 92606

Monday through Thursday

Friday

Saturday/Sunday

4 p.m. – 9 p.m.

8 a.m. – 5 p.m.

Closed

Sweet Shade Center

15 Sweet Shade, Irvine 92606

Monday through Friday

Saturday/Sunday

10 a.m. – 6 p.m.

Available for
reservations

Premium Rooms and Primetime Hours

Primetime Hours

Friday	5 p.m. – 9 p.m.
Saturday	9 a.m. – 10 p.m.
Sunday	12 noon – 6 p.m.

Primetime permit hours apply to the following premium rooms:

Cypress Community Center

Multipurpose Room

Deerfield Community Center

Multipurpose Room

Heritage Community Center

Multipurpose Room

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

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