



COMMUNITY SERVICES
Facility Reservations

EQUIPMENT RENTAL FORM

PERMIT#: _____ FACILITY NAME: _____

This form is designed to add rental equipment as a user of the City of Irvine facilities and to assist City staff in accommodating your needs. Please visit the website at cityofirvine.org/reservations to read and review the full reservations policy.

CURRENT EVENT INFORMATION

GROUP NAME		EVENT NAME			
RESERVATION DATE		DAY OF THE WEEK	START TIME		END TIME

RESERVED AREA(S) OR ROOM(S)

COMMUNITY PARKS EQUIPMENT	COST (Each)	QTY	CYPRESS	DEERFIELD	HERITAGE	LAS LOMAS	LOS OLIVOS	NORTHWOOD	PORTOLA	QUAIL HILL	TURTLE ROCK	UNIVERSITY	WOODBURY
BAR (Portable)	\$100										X		
BEVERAGE CONTAINERS	\$10					X	X		X	X	X		
DRY ERASE BOARD (White Board Portable)	\$30				X		X		X	X		X	
FOAM MATS (Per 6'x11' section)	\$10				X							X	
LCD PROJECTOR (Portable) WITH SCREEN	\$75		X			X	X	X	X	X	X	X	X
MICROPHONE (Wired)	\$10		X	X	X		X	X	X	X			X
MICROPHONE (Wireless)	\$10					X	X	X	X	X	X	X	X
PING PONG TABLE	\$20					X					X		
SOUND SYSTEM	\$40		X		X	X	X	X	X	X	X	X	X
TELEVISION MONITOR	\$50		X	X		X		X	X	X	X	X	X
CONVENIENCE FEE**		**(For transactions over \$20: \$2.50 for credit/debit; \$1.00 for cash/check)											
TOTAL COST													

I have read and understand the City of Irvine Public Reservation and Fee Policy. I also understand the information discussed relating to this event and that payment for equipment rentals is due immediately.

APPLICANT / EVENT CONTACT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY	PAID ON SITE: <input type="checkbox"/> YES <input type="checkbox"/> NO	ENTERED ON: _____
	CS SITE APPROVAL: _____	DATE: _____