

**UNIVERSITY HILLS COMMUNITY CENTER
RULES AND RESERVATION PROCEDURES
MAY 7, 2018**

The University Hills Community Center is a facility designed for both community and private resident events. The following procedures are designed to help residents prior to making facility reservations.

Reservation Policy Overview

Use of the Community Center is intended for University Hills community events, Homeowners Representative Board (HRB) events, Irvine Campus Housing Authority (ICHA) events, campus events, and private resident events.

The Community Center is typically a paid facility. There is a use fee, a \$250 refundable deposit and a cleaning fee of \$75-\$100 for events with more than 30 guests.

Use fees are based on the type of event, event location and time spent. Currently there are three possible use fee rates:

No Charge	Some event types may be approved at no cost. Typically, these would be community events, committee meetings, community club meetings, scout troops, etc.
Resident Rate	Any private function germane to one's family or family life. There will be instances where a resident rate and campus rate intertwine. For instance, a party for a resident's retirement from the University would be considered a resident event.
Campus Rate	Any department function, presentation or party that promotes the University and its business, or is paid for by the University, receives the campus rate. (<i>See the fee chart below</i>).
<i>Please email reservations@uhills.org for consideration for facility use, clarification regarding use fees or other general questions.</i>	

How to make a reservation – Log in to uhills.org (uhills.org/request-an-account/ to set up your account). Go to uhills.org/facility-cat/community-center to reserve Community Center facilities. Choose your dates and complete the online form. For assistance, please email a detailed event description to reservations@uhills.org

Insurance Requirement – If alcohol is being served, an insurance rider (Certificate of Insurance) naming the **Irvine Campus Housing Authority (ICHA) and the Regents for the University of California** as additionally insured for \$1,000,000 in business or personal liability coverage for the date of the event is required. A copy of this certificate must be provided to ICHA two weeks prior to the event. Failure to do so may result in the cancellation of the reservation.

Community Center Fees

All fees are payable to the **Irvine Campus Housing Authority** and are due at the time a reservation is confirmed. Please pay by check; all checks cashed upon receipt.

Room	Use Fee		Security Deposit	Cleaning Fee*
	Resident Use Fee	Campus Use Fee		
Activity Room	\$50.00 per 3 hour block	\$250.00 per 3 hour block	\$250.00	\$75.00
Social Center (Media Room/ Lounge)	Walk-in hours: No Charge	Walk-in hours: No Charge	No Charge	No Charge
	\$100.00 per 3 hour block	\$350.00 per 3 hour block	\$250.00	\$75.00
Community Room	\$150.00 per 3 hour block	\$500.00 per 3 hour block	\$250.00	\$100.00

** A Cleaning Fee is required for groups over 30 persons. For groups of 30 or fewer persons, the Sponsoring Resident may elect to clean the reserved area themselves. However, upon request, a cleaning service can be provided.*

Community Center Facility Hours:

Room	(Monday - Friday)	(Saturday-Sunday)
Activity Room	By Reservation 9AM - 10PM**	By Reservation 10AM - 10PM**
Social Center (Media Room/ Lounge)	Walk-in 9AM - 2PM	Walk-in 10AM - 3PM
	By Reservation 3PM - 10PM**	By Reservation 4PM - 10PM**
Community Room	By Reservation 9AM - 10PM**	By Reservation 10AM - 10PM**

****Any reservation after 8:00 PM will incur an additional charge for Community Safety Officer coverage.**

University Hills Community Center Conditions of Use

- Use of the Community Center is intended for University Hills community events as well as private events for residents.
- Online reservations should not be made for friends or group affiliations under the resident rate system. The resident rate is intended for functions relative to one's family; not campus events or affiliate organizations.
- No commercial or for-profit events are allowed without ICHA approval. This includes events charging admission or asking for donations.
- All reservation requests must include any time needed to set up and cleanup the facility within the approved reservation period. All functions must be concluded by 10:00 pm without exception.
- One reservation per room, per day unless specific arrangements have been made with ICHA Management.
- There is a three hour minimum reservation requirement.
- Reservations for any room must be made seven days in advance so we may schedule the Community Service Officer (CSO), janitorial and other like services. The CSO is a campus police liaison and onsite after ICHA business hours and on weekends to assist with basic facility needs.
- Cancellations receive 100% refund. However, cancellations made six days or less of the event date will forfeit the \$250 deposit.
- The sponsoring applicant is required to be in attendance for the function.
- Amplified music (live band, DJ etc.) must be approved in advance of the event.
- The entire Community Center is a smoke-free facility.
- Other events may occur simultaneously in the Event Building (Community Room or Activity Room) and it is the event sponsors responsibility to review the online calendar for other engagements.
- Decorations using non-marking blue painters tape are allowed as long as they are completely removed after the event. No scotch tape, duct tape, glue, tacks, staples or any similar products are allowed.
- No party confetti, glitter, rice or similar decorative accessories are allowed.
- The event sponsor is responsible for the actions of their family, guests, and vendors to insure that the facility is not damaged and that other residents within the facility or University Hills are not inconvenienced.
- ICHA and the HRB reserve the right to deny use of the Community Center.
- ICHA may increase any applicable fees or deposits at its discretion.
- Reservations may be made online at <https://uhills.org> or in person at the ICHA offices located at 1083 California Avenue, Irvine, CA, 92617.
- Special requests, a request for waiver of existing rules and regulations or fees may be made by submitting a written request to reservations@uhills.org. Any request should identify the nature of the event, requested dates, number of persons attending, and any other applicable information.

**UNIVERSITY HILLS COMMUNITY CENTER
RESERVATION APPLICATION AND CONTRACT**

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DATE REQUESTED: _____

HOURS OF USE (setup and cleaning): _____ to _____

_____ SOCIAL CENTER (Media Room / Lounge)

_____ ACTIVITY ROOM

_____ COMMUNITY ROOM

TYPE OF EVENT: _____

ATTENDANCE: _____

IS ADDITIONAL FURNITURE BEING RENTED? YES _____ NO _____

WILL ANY CATER BE HIRED? YES _____ NO _____

IS ALCOHOL TO BE SERVED? (Insurance required) YES _____ NO _____

WILL ANY TYPE OF AMPLIFIED MUSIC BE PLAYED?
(live entertainment; DJ etc.) YES _____ NO _____

WILL THE CLEANING SERVICE BE HIRED?
(Required for events with more than 30 people.) YES _____ NO _____

USE FEE: _____

REFUNDABLE SECURITY DEPOSIT: _____ \$250.00

CLEANING FEE: _____

CSO FEE: _____

TOTAL _____