



Irvine Campus
Housing Authority

UNIVERSITY HILLS COMMUNITY CENTER RULES AND RESERVATIONS PROCEDURES

Please review the following rules and procedures that apply to all University Hills Community Center events. Please note that a signature is required for the Application and Facility Use Waiver attached to this document.

Reservation Policy Overview

- There is one reservation for the Community Room allowed per day.
- The Community Center is a paid facility. There is a use fee (based on which room is used), a \$250 refundable deposit and a cleaning fee that is required following all events.
- Reservation holders are responsible for taking precautions to protect themselves and their guests from exposure to COVID-19 and will be required to sign a waiver when making a reservation (*scroll down for waiver attached to this document*).

How to Make a Reservation

Log in to uhills.org (uhills.org/request-an-account/ to set up your account).
Click on the following links to reserve:

Community Center: uhills.org/facility-cat/community-center/

Sports Courts & Fields: uhills.org/facility-cat/sports-courts-and-fields/

Picnic Areas: uhills.org/facility-cat/picnic-areas/

1. **Choose your dates** and complete the online form (be sure to click on the green Request Booking button at the bottom of the form).
2. Your reservation request is a **request to reserve**. Your reservation is **not approved** until the documents described below have been completed and ICHA staff officially approve it. When your reservation is approved, it will then appear on the [Uhills Reservations Calendar](#).
3. **Complete the Application and Facility Use Waiver** attached to this document and email it to reservations@uhills.org. After you submit your application, ICHA will contact you regarding fee payment.

Insurance Requirements: 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.

Bounce House Vendor Insurance Requirement: 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 event is required. A copy of this certificate must be provided to ICHA prior to the event.

Please email reservations@uhills.org for clarification regarding use fees or other general questions.

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	\$60 per 3 hour block	\$300 per 3 hour block	\$250	\$75
Social Center (Media Room/ Lounge)	Walk-in hours: No Charge	Walk-in hours: No Charge	No Charge	No Charge
	\$120 per 3 hour block	\$410 per 3 hour block	\$250	\$75
Community Room	\$210 per 3 hour block	\$600 per 3 hour block	\$250	\$100

**A Cleaning Fee is required to comply with COVID-19 safety protocols.*

Community Center Facility Hours

Room	(Monday - Friday)	(Saturday-Sunday)
Activity Room	By Reservation 9AM - 10PM**	By Reservation 10AM - 10PM**
Media Room /Lounge	By Reservation 9AM - 10PM**	By Reservation 10AM - 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 Ambassador (CSA) coverage.*

University Hills Community Center Room Access Contingency Instructions
(In the event of a problem accessing rooms, etc.)

UC Irvine Community Safety Ambassadors (CSAs) are on site at the U Hills Community Center to provide access to Community Center rooms. If you arrive for your event and you cannot locate the CSA or the CSA cannot gain access to your reserved rooms, please take the following actions:

1. Contact UCI Police Dispatch at **(949) 824-5223** and describe your problem. If your CSA does not have keys or is having troubles gaining access to your reserved room, any *UC Irvine Public Service Officer (PSO)* has access to the master keys for the Community Center rooms. Remember to express the timing of your event so that the *PSO* can prioritize their response correctly.
2. In the unlikely event that the *CSAs* and *PSOs* cannot gain entry to your reserved room, contact an ICHA staff through the *ICHA Answering Service* at **(949) 824-7044**. Like Step 1, remember to express the timing of your event so that the *Answering Service* can prioritize their response correctly.

University Hills Community Center Conditions of Use

- Use of the Community Center is intended for University Hills community events and private events for residents.
- **Online reservations should not be made for friends or group affiliations. The resident rate is intended for events 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 clean up the facility within the approved reservation period.** All events must be concluded by 10:00 pm.
- **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 20 days in advance so we may schedule the Community Service Ambassador (CSA), janitorial and other like services. The CSA 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.
- Decorations using non-marking blue painter's 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 ensure that the facility is not damaged.
- 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> (see **How to Make a Reservation** above)
- 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

USE FEE: _____

REFUNDABLE SECURITY DEPOSIT: \$250.00
(Deductions may be made for damages, arrival or departure outside scheduled time reserved.)

CLEANING FEE _____

CSA FEE: _____

TOTAL _____

RELEASE AND WAIVER OF LIABILITY FORM

This agreement is signed by me, on my behalf (hereinafter in all cases "Participant") for the benefit of Irvine Campus Housing Authority ("ICHA"). The undersigned Participant ("Participant") accessing, entering into, or otherwise utilizing the recreational facilities associated with and/or managed by ICHA ("Recreational Facilities") and/or participating in recreational activities within such Recreational Facilities during the COVID-19 pandemic, hereby acknowledges and understands that, use of or access to the Recreational Facilities, and participation in recreational activities within the Recreational Facilities, may expose Participant, and the guests of Participant, to the risk of contracting COVID-

19. Participant acknowledges and agrees that ICHA cannot guarantee that the airspace or surfaces within the Recreational Facilities will remain free of viruses at all times. Participant hereby agrees to adhere to all rules and guidelines in effect relating to the Participant's use of the Recreational Facilities.

Any person visiting the Recreational Facilities should wash their hands regularly and bring a 60% alcohol-based hand sanitizer for use while using the facilities.

Participant warrants and represents that they have taken and/or exercised all recommended and reasonable precautions to protect themselves, and others which they may come into contact with, from the existence of, and spread of, COVID-19, and understands and acknowledges that it is their sole responsibility to continue to adequately exercise the proper care and precautions to protect themselves from exposure to COVID-19. Participant also warrants and represents that neither themselves, nor any member of their household/guests, have been diagnosed with, designated as being at high risk of exposure to, or ordered quarantined, due to the COVID-19 virus, nor does Participant or any member of Participant's household/guests have any of the common symptoms associated with COVID-19. Participant further warrants and represents that neither themselves, nor a member of their household/guests, have been in contact with anyone who has been diagnosed with or quarantined or isolated due to the COVID-19 virus, or is experiencing its symptoms. If any of the above representations no longer can be made, Participant agrees to immediately notify ICHA and refrain from using the Recreational Facilities and any other facilities or recreational areas within University Hills. Participant shall be solely responsible for ensuring that all guests invited by Participant to use the Recreational Facilities shall comply with all applicable public health and safety guidelines concerning the use of indoor facilities, including, but not limited to, appropriate social distancing, mask usage, etc.

Participant voluntarily agrees to use or otherwise access the Recreational Facilities, and/or engage in recreational activities within those areas, while being fully aware of the risks and/or dangers involved with such activities, and Participant knowingly and willingly assumes all risk of injury, loss, or death arising therefrom. Participant hereby expressly waives, forgives, releases, acquits and discharges any and all actions, claims, compensation, demands, disputes, bodily injury, personal injury, liabilities, losses, expenses, obligations, rights, sums of money, or any other causes of action of every

kind and nature whatsoever, known or unknown, (hereinafter collectively "Claims"), or threat of such Claims, which may accrue or arise against ICHA, and/or its employees, directors, officers, members, or agents, arising from, or related to, Participant's use of or access to the Recreational Facilities, and/or Participant's participation in recreational activities within such areas, related to or arising from the COVID-19 pandemic.

Participant understands and hereby acknowledges that serious health consequences may occur as a result of such access or utilization of the Recreational Facilities, and/or Participant's participation in recreational activities within those areas, and hereby agrees to fully assume all risk and liability associated with such activities, and hereby agrees to release, defend and hold harmless ICHA, and its employees, directors, officers, members, or agents, from any and all Claims which may arise from the aforementioned use and activities related to the COVID-19 pandemic, even though Claims may arise out of the negligence or carelessness on the part of ICHA or its employees, directors, officers, members, or agents.

The forgoing Release and Waiver of Liability is intended to be as broad and inclusive as is permitted by the laws of the State of California. By signing herein below, Participant acknowledges that they have fully read and understands the terms of this Release and Waiver of liability and its legal application and agrees to the foregoing.

Participant Signature Date

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Emergency Contact Name & Phone Number: _____