



Irvine Ranch Water District
Application for Use of the Sand Canyon Room

Name of organization or group: _____

Purpose of organization or group: _____

Representative name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Home phone: _____ Work phone: _____

Cell phone: _____ Fax: _____

E-mail address: _____

Date(s) Requested:

January: _____ February: _____ March: _____ April: _____
May: _____ June: _____ July: _____ August: _____
September: _____ October: _____ November: _____ December: _____

Time requested? (please circle am or pm): From _____ a.m./p.m. To _____ a.m./p.m.

Attendance expected? (maximum occupancy 80): _____

Please Initial:

We will not charge for admission _____

No products or services will be sold _____

This a non-profit and non-religious organization _____

Access to the District's Sand Canyon headquarters meeting rooms is controlled by an electronic security system. If you are approved to use a room, a one-time-use access code number will be issued to you.

The following disclaimer must be included in any published announcement:

IRVINE RANCH WATER DISTRICT
NEITHER SUPPORTS NOR ENDORSES THE CAUSE
NOR ACTIVITIES OF ORGANIZATIONS
WHICH USE THE DISTRICT'S MEETING
ROOMS THAT ARE MADE AVAILABLE
AS A PUBLIC SERVICE

I have read and understand the guidelines and checklist for using the Irvine Ranch Water District meeting room facilities.

Print name Signature Date

This facility is popular, so please call us at 949-453-5500 if you must cancel.

TO BE FILLED OUT BY APPLICANT

IRVINE RANCH WATER DISTRICT
15600 Sand Canyon Avenue
Irvine, CA 92618
(949) 453-5356 – FAX (949) 453-1327

TEMPORARY ENTRY PERMIT

Permission is given to: _____
("Permittee") to enter the (please check one):
 Meeting Room located at 15600 Sand Canyon Avenue
(hereinafter the "Premises") for the purpose of event described as: _____

_____ ,
for a period commencing: _____, 201__, and ending: _____, 201__
Between the hours of: _____ a.m./p.m. and _____ a.m./p.m..

The permission given hereby is subject to the following conditions:

1. Limitations: The Permit is limited to the above-specified Premises, purposes, dates, time and duration.
2. Compliance with Rules; Supervision: Permittee shall comply with and shall be subject to and cause its employees, officers, agents, representatives, licensees, volunteers and invitees (collectively, "Permittee's Representatives") to comply with and be subject to all the terms and conditions of this Permit, and with any and all instructions and directions of authorized agents of District. All of Permittee's Representatives shall be continuously under the supervision and control of _____ (name of permittee). Each person entering the Premises under this Permit shall be considered to be acting as Permittee's agent and shall enter at his or her own risk.
3. Premises as is; No duty to warn: Irvine Ranch Water District ("District") makes no representation that the Premises are fit for any particular use, including Permittee's intended purposes specified above, nor that the Premises are free from defects, conditions or risks. Permittee has inspected (or will inspect) the Premises and accepts the Premises "as is." District shall have no duty to inspect the Premises or to warn any person of any latent or patent defect, condition or risk that may be encountered in the exercise of the rights under this Permit.
4. Responsibility for Premises: Permittee agrees to close any doors and lock any locks thereon when leaving the Premises at the end of each day and during any times when it is not using the Premises. For the Sand Canyon facilities, one-time-use lock and unlock codes will be issued. No property shall be removed from the Premises without

District's express prior consent. Upon expiration or termination of this Permit, Permittee shall restore the Premises to the condition of such Premises prior to Permittee's entry.

Permittee agrees to be liable for and to pay to District the cost of repairing all damage of any kind whatsoever to the Premises and any District property or facilities, landscaping and structures, including damage and expense from the loss of use thereof, arising from or related to any acts or omissions of Permittee or Permittee's Representatives, unless the foregoing are held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of District.

5. Fee: IRWD does not charge fees for use of its facilities. Charging of fees by applicant for entrance to the facilities or solicitation of contributions is prohibited. Furthermore, no products, services, food or beverages may be sold.
6. Alcoholic Beverages: The District reserves the right to determine whether or not alcoholic beverages may be served. Under no circumstances shall alcoholic beverages be sold or served to anyone who is under 21 years of age.
7. Third Party Damage or Injury: District is released by Permittee from liability for, and Permittee agrees to indemnify, defend and hold District and its employees, officers, agents, representatives, licensees and invitees and its and their respective successor and assigns (collectively, the "Indemnitees") harmless from and against, any and all claims, losses, liabilities, costs and expenses, including attorney's fees (collectively, the "Claims") for damage to real, personal, tangible or intangible property (including property of any Permittee's Representative) including loss of use of any such property, and all Claims for bodily injury, sickness disease or death of any person (including any Permittee's Representative), arising from or in any way related to (i) any entry upon the Premises or other activity under this Permit by Permittee or Permittee's Representatives or (ii) any breach by Permittee of its obligations under this Permit, unless and to the extent any of the foregoing are held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of the Indemnitees.
8. General Liability Insurance: The District reserves the right to require Permittee to provide general liability insurance for the event. Prior to any entry under this permit, District must be furnished with a policy or certificate of comprehensive general liability insurance carried by Permittee, covering the occurrences described in Paragraph 7 hereof regardless of when any Claims respecting such occurrences are made, endorsed to include the District as additional insured and including a 10-day notice to District in the event of cancellations or any material change in coverage. In addition, this insurance as respects any claim, loss or liability arising directly or indirectly from Permittee's activities under the Permit, and any other insurance maintained by District shall be considered noncontributing. This liability insurance must be in a form satisfactory to District and written with limits of liability no less than the greater of \$1,000,000 (or for such greater amount as may reasonably be required by the District) combined single limit of liability carried by Permittee. If

Irvine Ranch Water District Meeting Facility Use Guidelines (Sand Canyon Facility)

As a public agency, the Irvine Ranch Water District is pleased to make the meeting room identified in the application available to your qualified organization.

PURPOSE: These guidelines are to define the guidelines and procedures for consideration of a room reservation request.

QUALIFIED USERS: Use is limited to non-profit and non-religious organizations. Applicant's organization must be within the IRWD service area. This includes: Irvine and portions of Lake Forest (including Portola Hills and Foothill Ranch), Newport Beach (Newport Coast), Tustin (Tustin Ranch), Costa Mesa (Santa Ana Heights), Orange and portions of unincorporated Orange County. The District may require proof of the applicant's address and organization non-profit status. Room use by non-profit groups is limited to business meetings or community service projects. Applicants must be 21 or older and take responsibility for clean-up and damages.

ROOM CAPACITY: The capacity of rooms located at the Sand Canyon building is 50 people each.

WEEKDAY RESTRICTIONS: Use of the Sand Canyon meeting rooms is limited during weekday business hours to IRWD staff members and groups affiliated with IRWD.

RESERVATIONS: Reservations are handled on a first come, first served basis. No group may use a room more than one time per month.

ENTRANCE FEES: IRWD does not charge fees for the use of its facilities. Charging of fees by applicant for entrance to the facilities or solicitation of contributions is prohibited. Furthermore, no products or services may be sold.

ALCOHOL USE: Limited events involving alcohol use will be considered on a case-by-case basis with the approval of the General Manager or designee. Applications for such events will be considered only if accompanied by proof of appropriate insurance coverage and any necessary permits.

USE OF PARKING AREA: Parking areas of the District's Sand Canyon building may be solely used for vehicle parking by your members. The District reserves the right to restrict parking to assigned areas of the parking lot. Please encourage car pooling.

USE RESTRICTIONS: See the checklist for specific responsibilities. Applicants must adhere to restrictions and responsibilities, or face termination of use permit.

INSPECTION: District representatives may enter and inspect the facilities at any time, without notice.

RIGHT TO TERMINATE: The District reserves the right to terminate use of the facilities by the applicant at any time.

EXEMPTIONS: The District General Manager or Director of Public Affairs have the authority to grant exemptions to these guidelines.

NON-DISCRIMINATION: Groups using the facility may not discriminate against anyone with regard to race, creed, color or national origin.

DISPLAYS: No signs, posters, handbills or fliers may be displayed, posted or distributed inside or outside the facilities without the District's prior approval. Approved materials must be removed at the conclusion of the meeting.

IRWD DISCLAIMER: Any notice given by the applicant of its activities conducted in the District's facilities shall include the following statement:

“The Irvine Ranch Water District neither supports nor endorses the cause or activities of organizations which use the District's facilities. The facilities are made available as a public service.”

MULTI PURPOSE/LUNCH ROOM CHECKLIST

1. Once you have entered the code, the door is unlocked. Under no circumstances prop open the door. This will set off the alarm system to the police department.
2. The door code is for one-time use only. Do not “test” your code or it will no longer work on the day of your meeting.
3. Use only the room you have been assigned. Other groups may be using adjacent rooms.
4. If room is rearranged, users must return it to the previous set up upon completion of their meetings.
5. Any chairs/tables used from adjoining rooms must be returned.
6. Do not attempt to open the portable walls between the rooms.
7. Do not attempt to use the audio/visual equipment – it is off limits to outside groups.
8. Remove all fliers/handouts from premises or put into trashcans.
9. No animals of any kind are allowed in the building (seeing eye dogs and service dogs are exempt).
10. No smoking is allowed in the building. If smoking on patio, use ash cans.
11. Please be considerate of other groups using the adjacent rooms. Loud noise can be heard through the portable walls.

12. Users of the rooms are permitted to bring light snacks for meetings, but are not allowed to hold catered events, nor hold potluck meals.
13. Please recycle aluminum cans by using can crusher and place glass and plastic bottles in appropriate recycling container.
14. Coffee pots must be rinsed out. Do not turn off coffee maker. Coffee is complimentary.
15. If sinks and countertops are used, they must be cleaned.
16. Curfew for room use is 10 p.m. Capacity for each room is 50 people.
17. When finished with your meeting, do not forget to lock the door by entering your code, followed by an asterisk (*), and the number 1, then hit "enter." Check the door before leaving to make sure it is locked. If for some reason you cannot re-lock the door, please call the room reservation coordinator at (949) 677-5776 for assistance.

Key Pad Instructions

To open the door:

Please Read

Step # 1: Press “start”

Step # 2: Enter six digit access code (Digits will be in different locations every time you access)

Step # 3: Press “Enter”

Door access locks require 2-4 seconds to unlock door after access code entry.

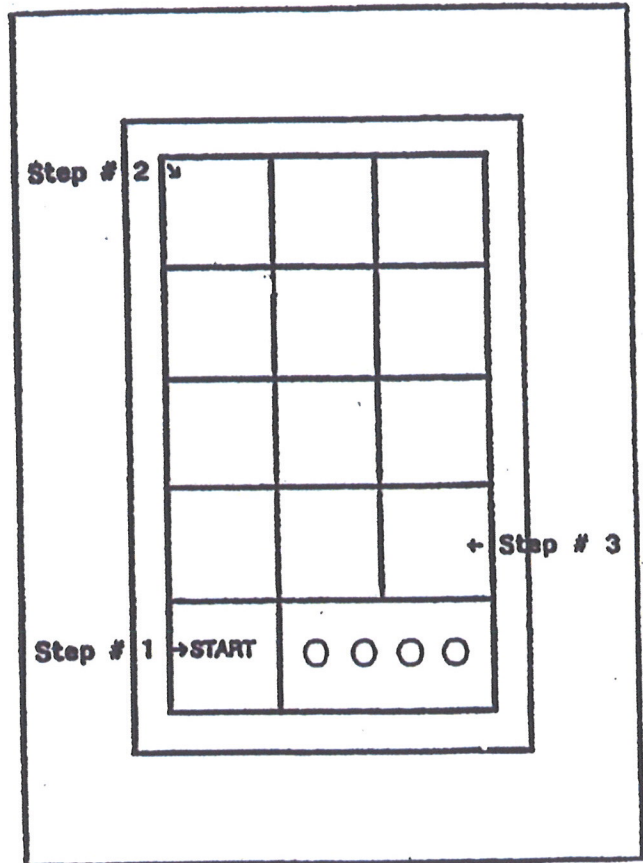
To lock the door:

Step # 1: Press “start”

Step # 2: Enter six digit access code, followed by an asterisk (*) and the number 1

Step #3: Press “enter.”

Step #4: If you continue to have problems locking the door - stop - the code has timed out.



Step #5: Use the universal locking code - press “start” - enter the numbers 123456 and press enter. You should get a green light.

If you have any questions,
call (949)677-5776