



Irvine Ranch Water District

Application for Use of Community Meeting Room

Name of organization or group: **MathfunForKids**

Representative Name: **Meenakshisundaram Balasubramanian**

Title:

Address: **10 Thunder Run, Apt 4 B**
Zip: **92614**

City: **Irvine**

State: **CA**

Home or Cell phone: **2016737414**

E-mail address: **gowrisundaar@gmail.com**

Date(s) Requested:

Community Meeting Room 09/30/2017 1:00 PM-8:00 PM

Attendance expected: **50**

Purpose of Your Organization/Event: **Math Fun for kids**

We will not charge for admission: **X**

No products or services will be sold: **X**

This a non-profit and non-religious organization: **X**

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.

**Meenakshisundaram
Balasubramanian**

**Meenakshisundaram
Balasubramanian**

April 22, 2017

Print Name

Sign Name

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

15500 Sand Canyon Avenue
Irvine, CA 92618
(949) 453-5356 - FAX (949) 453-1327

TEMPORARY ENTRY PERMIT

Permission is given to: **Meenakshisundaram Balasubramanian** ("Permittee") to enter:

Community Meeting Room located at 15500 Sand Canyon Avenue (hereinafter the premises") for the purpose of event described as: Math Fun for kids

For a period commencing: Community Meeting Room 09/30/2017 1:00 PM-8:00 PM

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 **Meenakshisundaram Balasubramanian** (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 Community Meeting room 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 "Indemnities") 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 Indemnities.
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 non contributing. 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 Permittee carries more liability insurance than the minimum amount required above, the certificate or policy delivered to District must evidence this greater amount. District will not be responsible for any costs of premiums or other charges for such insurance. Nothing in this sub paragraph shall limit Permittee's obligations under the other provisions of this permit.

9. Liquor Liability Insurance: Liquor liability insurance coverage, with the same limits and specifications as described for general liability insurance, is required for all events at which alcoholic beverages are present or served.
10. Non-Transferability: This Permit shall not be transferred or assigned by Permittee.
11. Termination: This Permit is revocable at any time at the sole option and discretion of District, and Permittee agrees to peaceably surrender the Premises upon written or oral demand given by District or its authorized representative to Permittee or any of Permittee's Representatives. The obligations and liabilities of Permittee under Paragraph 7 of this Permit shall survive the expiration or termination of this Permit.
12. Other Special Conditions: As set forth in Facility Use Guidelines and checklist.

I have read the Temporary Entry Permit and understand and agree to the conditions therein:

Permittee:

**Meenakshisundaram
Balasubramanian**

**Meenakshisundaram
Balasubramanian**

April 22, 2017

Print Name

Sign Name

Date

IRVINE RANCH WATER DISTRICT _____

IRWD Public Affairs Rep.

Date

District Use:

General Insurance: _____

Irvine Ranch Water District

Meeting Facility Use Guidelines

(Community Room Facilities)

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 and Community meeting room buildings is 50 people each.

WEEKDAY RESTRICTIONS: Use of the Community meeting room 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 has 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."

COMMUNITY MEETING ROOM CHECKLIST

1. Once you have entered the room, the door is unlocked. Under no circumstances prop open the door. This will set off the alarm system to the police department.
2. The key card is for use only on the day and time the key card specifies. Do not use your key card any other time or it will not work on the day of your meeting.
3. If the room is rearranged, users must return it to the previous set up upon completion of their meetings.
4. Do not attempt to use the audio/visual equipment -it is off limits to outside groups. However there are connections provided for your own audio/visual equipment and the projector screen is available.
5. Remove all fliers/handouts/personal items from premises or put into trash cans.
6. No animals of any kind are allowed in the building (seeing eye dogs and service dogs are exempt).
7. No smoking is allowed in the building. If smoking on patio, use ash cans.
8. Make sure you turn the a/c or heat off when leaving the room by pressing "mode".
9. Users of the rooms are permitted to bring light snacks for meetings, but are not allowed to hold catered events, nor hold potluck meals.
10. Please recycle aluminum cans, plastic and glass bottles by placing them in the recycle container.
11. Coffee pots must be rinsed out. **Do not turn off the coffee maker (red switch)**
12. If sinks and counter tops are used, they must be cleaned.
13. The room closes at 10 p.m. The capacity for the room is 80.
14. **When finished with your meeting, please do not forget to lock the door by entering the lock code 234567 then hit "ENTER."** Please push the doors completely closed before locking the door to ensure the code works. Check the door before leaving to make sure they are locked. If you are having any issues please call the room reservation coordinator at 949-870-8644 for further assistance.

Key Card Instructions

Please Read

TO UNLOCK

Wave issued key card in front of key pad (see image)

Green light will appear to confirm the door is unlocked.

KEY CARD MUST BE ENTERED AT FRONT AND REAR KEY PADS TO ENSURE ALL DOORS ARE UNLOCKED.

TO LOCK

Press "START"

Enter the six digit access code 234567 (Digits will be in different locations every time you press "START")

Press "ENTER"

Green light will appear to confirm the doors are locked

For any questions call: 949-870-8644

CODE MUST BE ENTERED AT FRONT AND REAR KEY PADS TO ENSURE ALL DOORS ARE LOCKED.

*		ENTER
START	○ ○ ○ ○	