

### **Program Requirements for Facility Use in UHills**

1. A program title and outline must be submitted to ICHA Community Management “4” months prior to the proposed start date. This should include a proposed schedule and duration of the events. Organizers’ names, address, and contact information must be provided.
2. All instructors, teachers, and volunteers associated with the program must be Live Scanned and the findings sent to the Events and Programs Coordinator for ICHA.
3. A City of Irvine Business License. This is done through the business licensing department at the City of Irvine. You can find that information [here](#).

#### **[Business Licensing | City of Irvine](#)**

4. All programs will need to provide a certificate of insurance with a minimum \$1,000,000.00 dollars of insurance, covering liability, and injuries to participants, instructors, teachers, and volunteers, naming ICHA and the Regents as additional insured. Please make sure the “Certificate Holder” box in the bottom left corner of the certificate of insurance reads exactly like this below:

**ICHA (Irvine Campus Housing Authority) and  
the Regents of University of California c/o ICHA  
1083 California Avenue  
Irvine, CA 92617**

5. If the program is charging a fee, a 20% of their program revenue is due ICHA for utilities, plus possible cleaning fees for the room/rooms they are using.
6. All programs must meet the daily percentage of 50% University Hills residents. If camps/programs fall below this threshold, the class or program may be canceled by ICHA.
7. All programs must have an adult present and supervise participants when in operation and remain present until a parent or guardian picks up an underage child.
8. For programs that service University Hills children and other guests outside of the community, a ratio of 1 instructor to 6 participants must always be maintained.
9. If a program requests marketing/distribution materials, postings, and bi-weekly email blast advertising, the program must provide marketing materials to the Events and Program Coordinator at least two weeks prior to any advertisement or posting.
10. Instructors, teachers, and volunteers are required to leave the room or areas used as they found it when entering.
11. For activities that participants are eating or drinking in the media room/lounge, careful consideration must be taken to ensure no spills, food, or other elements don’t damage the carpet.