

Frequently Asked Duck Club Questions

Q: Who is eligible to use the Duck Club?

A: If you are a resident of our service area (Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach, Costa Mesa, Orange and portions of unincorporated Orange County). Non-profit, non-religious organizations within the IRWD service area.

Q: Is there a fee to use the facility?

A: No

Q: Are fund raisers allowed at the Duck Club and may I charge admission for my event?

A: IRWD offers facilities free of charge to our customers. Fund raising and charging of admission is **NOT** allowed.

Q: Can I serve alcoholic beverages at my event?

A: Yes, but you must have a one-time insurance policy for \$1 million, naming Irvine Ranch Water District as co-insured. You can often obtain such a policy through your homeowner's insurance.

Q: How can I view the facility?

A: You are welcome to go to the San Joaquin Wildlife Sanctuary and walk around the building and look in the windows. We do not issue keys so you can enter the facility without reserving it first. If there is someone using the facility, PLEASE do not disturb them by asking if you can come in and look around. Give them the same courtesy you expect if you are using the facility.

Q: What amenities are available?

A: There is a full-service kitchen with sinks, a microwave oven, full-sized refrigerator, coffee maker and stove. The stove is old and not guaranteed to work. There are 30 8-foot long tables and 80 chairs on the premises. They are located in a closet on the left-hand side of the door. There is air conditioning and heating. There is an outdoor gas barbecue and picnic tables. The barbecue is accessible with a key and gas is provided.

Q: What about audio/visual equipment?

A: No A/V equipment is available for public use. However, there is a screen you are welcome to use. A button located on a cabinet at the front of the large room allows you to lower and raise the screen. Please raise it when you are finished using the room.

Q: What is the capacity of the Duck Club?

A: 150 people if the room is set up theater-style with chairs only and 80 people if it is set up with tables and chairs. There are only 80 chairs on site due to limited storage. A request needs to be made if more chairs are needed.

Q: What is the size of the room?

A: The front room with the fireplace is 15 feet deep and 29 feet wide. The new addition is now 38 feet deep and 36 inch wide.

Q: What hours am I allowed to use the facility?

A: You may begin your use of the facility as early as 7 a.m. and it must be vacated by 10 p.m. That means all cleaned up, trash taken out and the doors locked up. No exceptions will be granted.

Q: How often may I use the Duck Club?

A: One time a month only. You may book to use it several times a year, but may only use the facility one time each month.

Q: Once my application has been approved for use of the Duck Club, how do I obtain a key to the facility?

A: A few days before you are scheduled to use the Duck Club, pick up the key at our headquarters office located at 15600 Sand Canyon Avenue, Irvine. The key will be at the receptionist's desk in an envelope with your name on it. Once you are finishing using the Duck Club and have locked up, deposit the key in the key drop box on the left-hand side of the front door.