



Irvine Ranch Water District
Application for Use of the Duck Club

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 100): \_\_\_\_\_

Will alcohol be served? (please indicate \*yes or no): \_\_\_\_\_ \*Liability insurance is required

Please Initial:

We will not charge for admission \_\_\_\_\_

No products or services will be sold \_\_\_\_\_

This a non-profit and non-religious organization \_\_\_\_\_

Before the event: Pick up Duck Club keys at IRWD, 15600 Sand Canyon, Irvine, CA 92612

After the event: Deposit Duck Club keys in the drop box outside Duck Club front door.

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:  
 Duck Club located at 3512 Michelson Drive  
(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. Duck Club keys must be deposited in the drop box. 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 Permittee carries more liability insurance than the minimum amount required above,



# Irvine Ranch Water District Meeting Facility Use Guidelines (Duck Club)

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, non-religious organizations and limited family events by IRWD customers. Applicant and 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 Coast, Tustin Ranch, Costa Mesa (Santa 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. Applicant must be onsite when the facility is in use.

**ROOM CAPACITY:** The capacity of the Duck Club is 100 people.

**RESERVATIONS:** Reservations are handled on a first come, first served basis. No group may use the facility 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. Users must have their proof of insurance documents with them when holding their events. If security checks while the event is taking place and alcohol is being used without proper documents, the event will be shut down.

**KEY TO FACILITY:** Users of the Duck Club must pick up a key to the facility from our headquarters office at 15600 Sand Canyon, Irvine, a few days prior to event. Deposit keys in drop box next to front door of Duck Club at the conclusion of event.

**USE OF PARKING AREA:** There is limited parking at the Duck Club; please encourage car pooling. Large groups (more than 20) must use the auxiliary parking lot, located to the right of the driveway. A key to unlock the parking lot gate is included on the Duck Club key ring. Close and lock the gate at the conclusion of event.

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

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**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 the 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."**

## DUCK CLUB CHECKLIST

1. Please be considerate of other Duck Club users. Do not enter the facility “to check it out” when there are others using the facility.
2. Users pick up Duck Club key from headquarters facility at 15600 Sand Canyon, Irvine, a few days prior to event. Deposit key in drop box next to front door at conclusion of event.
3. Absolutely NO candles.
4. Fireplace not available for use.
5. No inflatables or “bounce houses” allowed.
6. Do not tape or pin decorations to the walls. The tape destroys the wood finish and pins leave holes in the wood.
7. Wipe down tables and chairs and return them to storage room. (Cleaning supplies NOT provided.)
8. Sweep all floors including the kitchen and bathroom.
9. If sinks and countertops were used, they must be cleaned.
10. If refrigerator was used, remove any items and wipe out interior.
11. If stove was used, wipe off all spills from inside and top. Make sure stove is turned off. There is no guarantee the stove will work.
12. If microwave oven was used, clean any splatters.

13. Empty trash – instructions for proper disposal are on the wall. **PLEASE PLACE TRASH INSIDE TRASH BINS.** This is to avoid raccoons going through the trash if it is left on top of the trash bins. Crush aluminum cans with can crusher. Deposit plastic or glass bottles in green recycling container.

11. **Do NOT turn off coffee maker**

12. Turn off heater or air conditioner at thermostat.

13. Turn off barbecues. Close valve at tank. Allow units to cool.

14. Clean grates, close tops and covers.

15. Remove all decorations before departing the Duck Club premises as well as any signage or balloons along the road.

16. Pick up trash around exterior of building including picnic table area.

18. Turn off all lights and ceiling fans.

19. Lock all windows and doors, including public restroom.

20. 10 p.m. curfew – no exceptions.