



Frequently Asked Community Meeting Room Questions

Q: Who is eligible to use the Community Meeting Room?

A: If you are a resident in one of our service areas (Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach (Santa Ana Heights), Costa Mesa (Santa Ana Heights), Orange and portions of unincorporated Orange County). A 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 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: How can I view the facility?

A: Images and a video are provided at <http://www.irwd.com/community/meeting-rooms-information>. **PLEASE** do not disturb groups that are using the room by asking if you can come in and look around. We request the same courtesy you would expect if you are using the facility.

Q: Are animals allowed?

A: Animals are **not** allowed inside the facility.

Q: What amenities are available?

A: We have a kitchen with sinks, a microwave, full-sized refrigerator, and coffee maker. There are 15 8-foot long tables and 25 chairs on the premises. There is outside patio seating, air conditioning and heating inside.

Q: What about audio/visual equipment?

A: No A/V equipment is available for public use except a projector screen that you are welcome to use. To operate the screen a switch is located on the main wall that allows you to lower and raise the screen. Please make sure it is raised when you leave the room.



Q: What is the capacity of the Community Meeting Room?

A: Current capacity is 25 people if the room is set up classroom style, and 40 people with standing room only.

Q: What type of events are allowed in the facility?

A: The Community Meeting Room only accommodates business conferences, approved non-profit group organizations or club meetings. Private parties, school or children events are not allowed, we do offer the Duck Club for events of that type.

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

A: You may begin your use of the facility as early as 5 p.m. Monday – Friday. On weekends you can request anytime between 8 a.m. to 2 p.m. and for evening reservations anytime between 4 p.m. to 10 p.m. Evening meetings must conclude by 10 p.m. A two-hour window will be implemented between reservations. That means the room has to be cleaned, all trash removed and taken to the dumpster in the parking lot and the doors are locked at the end of your meeting. **No exceptions** will be granted.

Q: How often may I use the Community Meeting Room?

A: You may request to use the room no more than once a month and this includes the Duck Club (only one room can be chosen per month).

Q: Once my application has been approved for use of the Community Meeting Room, how do I obtain access to the facility?

A: An email confirmation and reminder will be sent to the requester listed on the application. This QR code provided must be used at the front and rear entrances of the facility. Instructions on how to enter the facility is located near the QR devices at both entrances.