

The Community Meeting Room Guidelines



Due to the COVID-19 pandemic, until further notice, IRWD's Community Meeting Room is restricted to half of its normal capacity, seating will be limited, and meeting hours will be slightly reduced on weekends to ensure a two-hour interval between events.

CAPACITY: 25 people

AVAILABLE TIMES:

- Weekdays (Monday-Friday):
 - 5 p.m. – 10 p.m. only
- Weekends (Saturday and Sunday):
 - 8 a.m. – 2 p.m.
 - 4 p.m. – 10 p.m.

RULES:

- Pets are not allowed. (Service animals are an exception.)
- No music.
- No alcohol.
- Only the interior of the building is available. The front and rear outside areas are not available for organized events, and no outdoor activities are permitted.
- Room setup is your group's responsibility.
 - IRWD will set the room up in classroom style.
 - You must return chairs and tables to classroom style at the end of your event.
- Groups are responsible for following California Department of Public Health guidelines regarding COVID-19 safety.



CLEANING:

- Please bring cleaning products such as disinfectant spray and disinfecting wipes.
- Cleanup after your event is your group's responsibility.
 - Wipe down tables, counters, refrigerator, microwave and sinks.
 - Remove your items from the refrigerator, bathrooms and elsewhere.
 - Dispose of all trash in the dumpster in the parking lot. Make sure the lid is closed.
 - Remove all decorations and signs.
 - Turn off the two thermostats and the lights.
 - Lock all doors. Be sure bathroom doors are securely closed.
- Cleanup must be completed during your group's reserved time.
- To ensure cleanliness, we recommend you clean before your event as well.

Groups that do not adhere to rules and cleaning policies may be disqualified from future use of IRWD meeting rooms.