



**Irvine Ranch
Water District**

Frequently Asked Questions – Community Meeting Room

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, Costa Mesa, Santa Ana Heights, Orange and portions of unincorporated Orange County), or a non-profit, non-religious organizations within the IRWD service area.

Q: Is there a fee to use the meeting room?

A: No, as long as you are within the eligibility criteria that is listed on the meeting room application.

Q: Are fund raisers allowed? 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: We offer a few options to view the Community Meeting Room:

1. Images are available on our website at
<https://www.irwd.com/community/meeting-rooms-information>
2. Video of the meeting room is available at
<https://www.youtube.com/watch?v=uQUCKGiUKul>

We do not offer private tours. To avoid disturbing a scheduled event, please do attempt to visit the Community Meeting Room outside of your reserved time. We request that you give our scheduled users the same courtesy you would expect during your event.

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 tables and 25 chairs on the premises. There is air conditioning and heating inside. Outside patio seating is available on a first-come, first-served basis and cannot be reserved.

Q: What about audio/visual equipment?

A: The projector and screen are available to connect with your personal device via Bluetooth or HDMI (cable connectors are in the center of the room on the floor). Instructions are located inside the room.

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

A: Capacity is 50 people if the room is set up classroom style, and 80 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's events are not allowed. The Duck Club is available for events of that type.

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

A: The facility is available between 5 and 10 p.m. on Monday through Friday. On weekends, you can request anytime between 8 a.m. and 2 p.m. or 3 and 10 p.m. A one-hour window is implemented between reservations. Evening meetings must conclude by 10 p.m.

The room must be cleaned, all trash removed and taken to the dumpster located in the parking lot, and all 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 can request one reservation per month (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: A key card and instructions are emailed to you once your reservation has been confirmed. The key card provides access to enter the facility. Should you have access issues with your key card during business hours of 8 a.m. – 5 p.m. (excluding dark Fridays and holidays), contact Community Relations at 949-453-5599.

If it is after-hours, contact Security Patrol at 714-315-4427.