



Community Meeting Room guidelines*

CAPACITY:

Tables and chairs: 50

Standing room only: 80



**Irvine Ranch
Water District**

AVAILABLE TIMES:

- Weekdays (Monday-Friday): 5 p.m. – 10 p.m. only
- Weekends (any time between):
8 a.m. – 2 p.m.
3 p.m. – 10 p.m.

MEETING ROOM REQUIREMENTS:

- The meeting room is near medical offices that need noise to be kept to a minimum and privacy to be respected. We require meetings to be conducted in a manner that respects the nature of its location.
- The front and rear outside areas are not available for organized events. No outdoor activities are permitted.
- Room setup is your group's responsibility.
 - You must return chairs and tables to classroom style at the end of your event. (See room setup photo to the left.)
- Groups are responsible for following California Department of Public Health guidelines regarding COVID-19 safety.



PROHIBITIONS:

- No dogs or other animals, except for service animals. Proof of registration as a service animal must be made available to the District upon request.
- No food trucks or mobile video game trailers are allowed.
- No inflatables, bounce houses, jumpers, trampolines, water slides or E-Z Up canopies/pop-up shade structures are allowed.
- No organized games, activities, or music are allowed at the Community Room building. This includes the patio areas. Climbing trees is prohibited.
- No outside heat sources.
- Do not tape, staple, nail, or pin materials to the walls.
- No campaign activities. Campaigning, endorsing candidates, lobbying, policy, legislative or regulatory position taking, passing party platforms, grassroots or community organizing activities, and similar political advocacy activities are not permitted. (continued)



*For a complete list of guidelines, please refer to your signed reservation agreement.



Community Meeting Room guidelines (continued)*

PROHIBITIONS (continued):

- No prayer, worship, chanting, or organized singing. Meetings or activities involving prayer, worship, chanting, or organized singing are not permitted.
- No fundraising. Fundraising events, events charging for admission, and selling products or services at an event are not permitted.
- No sports. Sporting activities, events, or competitions are not permitted.
- 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.
- Any activities that violate District policies, including but not limited to discrimination against anyone with regard to race, creed, color, or national origin, are prohibited.

CLEANING:

- Cleanup after your event is your group's responsibility and must be completed during your group's reserved time. We also recommend cleaning before your event.
- Recommended cleaning:
 - Have cleaning products such as disinfectant spray and disinfecting wipes on hand.
 - 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 posted signs.
 - Turn off all thermostats and the lights.
 - Lock all doors including the bathroom doors.

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

The primary purpose of Irvine Ranch Water District's meeting facilities is to conduct agency business for the benefit of IRWD's customers. When the facilities are not being used for IRWD business, IRWD makes some of them available for use by the ratepaying public within its jurisdiction on a first-come, first-served basis, no more than once a month per person or organization, and subject to certain eligibility requirements. IRWD imposes reasonable and necessary restrictions on using its facilities to avoid the appearance that it is endorsing a specific issue and to maintain neutrality.



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Water District**

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