



Duck Club guidelines

CAPACITY:

Tables and chairs: 75
Standing room only: 100

AVAILABLE TIMES:

Daily (*any time between*):
8 a.m. – 2 p.m.
3 p.m. – 10 p.m.



**Irvine Ranch
Water District**



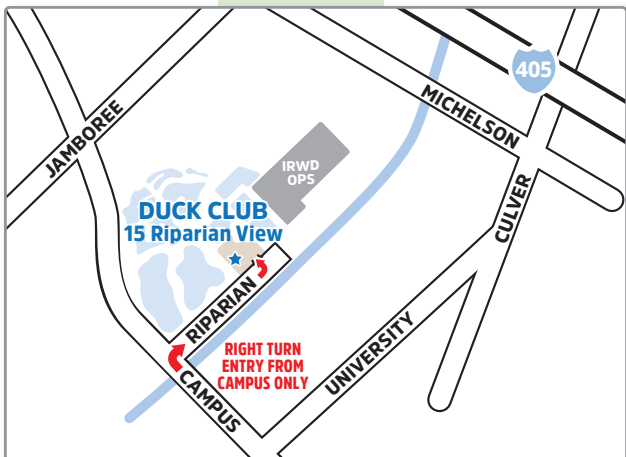
MEETING ROOM REQUIREMENTS:

- The Duck Club is situated in the San Joaquin Marsh Wildlife Sanctuary; events must be compatible and conducted in a manner that respects the sanctuary's natural habitat.
- Areas outside the Duck Club facility, including the San Joaquin Marsh Wildlife Sanctuary and trails, are not available for use. (excluding the barbecue grills)
- Picnic table areas are first-come, first-served for marsh visitors and are not included with your reservation.
- Groups of 35 or more should park their cars in the overflow parking lot to the right of the main entrance of the San Joaquin Marsh Wildlife Sanctuary.
- Room setup is your group's responsibility.
 - You must return chairs and tables to classroom style at the end of your event.
- Music, microphones, and AV equipment are allowed, but the volume must be low enough that the sound remains inside the building.
 - iPod speakers are allowed.
 - Bands or DJs are subject to approval in advance by IRWD.
- 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 outside of the Duck Club building. This includes the porch area. Climbing trees is also prohibited.
- Do not use the Duck Club fireplace. It is for decoration only.
- For barbecue grills, please follow instructions near the gas timer and do not use charcoal or any other heat source for the grills. No outside heat sources. (*continued*)



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



Duck Club guidelines

PROHIBITIONS (continued):

- Do not tape, staple, nail, or pin decorations to the walls or ceiling fans.
- 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.
- 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, oven, refrigerator, microwave, coffee machine and sinks.
 - Sweep all floors.
 - 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 posted signs.
 - Turn off all thermostats, lights and ceiling fans.
 - Lock all doors and windows, including patio 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.

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



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