

ROOM RESERVATION INSTRUCTIONS

- Choose room and click BOOK

- Choose your date and time



OCTOBER 24, 2024 | 3:27PM



ABOUT US CUSTOMER CARE SAVE WATER & MONEY FACILITIES SERVICES CONSTRUCTION COMMUNITY RESOURCES BUSINESS

Bookeo

2025 Meeting Room Reservations (Internal Use)

Available public meeting rooms



1 room per month only



OCTOBER 24, 2024 | 4:03PM



ABOUT US CUSTOMER CARE SAVE WATER & MONEY FACILITIES SERVICES CONSTRUCTION COMMUNITY RESOURCES BUSINESS

Bookeo

2025 Meeting Room Reservations (Internal Use)

Duck Club

Review

Duck Club



JANUARY 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEDNESDAY, JANUARY 1, 2025

8:00 AM
FULL
3:00 PM
Available: 1

The Duck Club offers two daily timeslots: 8 a.m.-2 p.m. and 3-10 p.m.

Timeslots cannot be extended, combined, or split.

“FULL” – Time is no longer available.

1 Entire timeslot can only be selected

The Duck Club is on the San Joaquin Marsh Campus and is available for meetings and private events. This meeting room is extremely popular and books several months in advance.

Capacity

With tables and chairs: Up to 75 people
Standing room only: 75-100 people

Amenities

- Full kitchen including double sinks, microwave oven, full-sized refrigerator, coffee maker, 8-range stove and oven
- 15 8-foot tables and 90 chairs
- Air conditioning/heating
- Outdoor gas barbecue
- The projector and screen are available to connect with your personal device via Bluetooth or HDMI

Timeslots

The Duck Club offers two daily timeslots: 8 a.m.-2 p.m. and 3-10 p.m. Timeslots cannot be extended, combined, or split.



INSTRUCTIONS

- Enter event details
 - Purpose of event
 - Number of guests expected
- Agree to disclaimer requirements
- Select your choice for BBQ access and serving alcohol
- Click “Next”

🏠 Bookeo

2025 Meeting Room Reservations (Internal Use)

Duck Club
Friday, January 3, 2025 3:00 PM

Review

* Name or purpose of event

Please clearly describe your event.

Monthly club meeting

* Number of guests expected

Capacity with tables and chairs: up to 75 people
Standing room only: 75-100 people

25

* Disclaimer

The following disclaimer must be included in any published announcement:
"Irvine Ranch Water District makes its facilities available for use by residents and nonprofit organizations merely as a public service, but does not, by allowing this use, endorse or support the purpose of the event or its sponsor."

I agree

* BBQ access

Would you like access to the BBQ on premises?

No

* Alcohol

Will you be serving alcohol at your event?

Yes

Alcohol Liability Insurance is required; proof of insurance must be emailed to CommunityRelations@IRWD.com prior to your event.

Next >

INSTRUCTIONS

- **Enter your contact information.**
As always, ensure the name and address matches your IRWD billing information.
- **You can register as a customer by:**
 - Create a user ID & password under “Sign in”
 - OR sign in using your Google account
 - OR sign in using your Facebook account
- **Confirm you are within the IRWD service area**
- **Click “Next”**



Bookeo

2025 Meeting Room Reservations (Internal Use)

Duck Club
Friday, January 3, 2025 3:00 PM

Review

Please input your details
Fields marked with * are required

[Sign in](#) [Continue with Google](#) [Continue with Facebook](#)

* First name * Last name

Contact details

* Email

* Phone

Send me a reminder via SMS

Organization

If applicable.

* Address

Reminder: The Duck Club and Community Meeting Room are available to nonprofits and residents within the IRWD service area only. Please ensure this address matches that of your IRWD billing address.

Address

* City

* Zip/Postcode

IRWD service area

I confirm I am a resident or representative of the address listed above, which is within the IRWD service area.

Next >

INSTRUCTIONS

Non-registered customers cannot continue unless you:

- Create a user ID and password or:
- Use your Google or Facebook account or:
- Request an email verification

NOTE: “Go back” option will not allow you to continue with your booking. You must choose sign in or continue with Google or Facebook.



OCTOBER 24, 2024 14:34PM



[ABOUT US](#) [CUSTOMER CARE](#) [SAVE WATER & MONEY](#) [FACILITIES](#) [SERVICES](#) [CONSTRUCTION](#) [COMMUNITY RESOURCES](#) [BUSINESS](#)

🏠 [Bookeo](#)

2025 Meeting Room Reservations (Internal Use)

Duck Club
Wednesday, January 1, 2025 3:00 PM

Review

Welcome back, email@irwd.com!

It looks like you are already registered as a customer, but have not set up a password yet. To ensure it is really you, please verify your identity or set a password that you can use in the future.

The booking process will resume once you have verified your identity or set a password.

Go back

One click email verification

Set password

OR

 Continue with Google

 Continue with Facebook



INSTRUCTIONS

ADDITIONAL BOOKING REQUESTS?

- Click “Request another reservation” to add bookings
 - Note: for each additional booking, you will be required to enter the event details

NO ADDITIONAL BOOKING REQUESTS?

- Review information and make any necessary changes.
- Review and agree to the terms and conditions – no signature required!
- Click “Submit request”

Add monthly dates in one booking!

Bookeo

2025 Meeting Room Reservations (Internal Use)

1 bookings in cart

+ Request another reservation

 Duck Club
Friday, January 3, 2025 3:00 PM

Change

Remove

Test Test
meetingroom@irwd.com - 714-555-1212 (mobile)

Change

Your bookings are not confirmed yet.

Please review all the booking details above before proceeding.

Booking request pending

This is a booking request only, and it will be reviewed by our staff before being accepted or declined.

You will be notified via email when the booking is accepted or declined.

Terms and conditions

By checking the box below, you confirm that you have read, understand and agree to these Terms and Conditions and applicable Special Conditions; agree to not charge for admission and will not sell products or services at the event; and certify that you are over the age of 18 and a duly authorized agent for the above-stated organization and/or residence.

IRWD Public Room Use Agreement

1. Limitations. The Agreement is limited to the above specified Premises, purposes, dates, time, and duration. IRWD makes these facilities available for public use as a public service and reserves the right to approve or deny applications in the General Manager's, or designee's, sole discretion.
2. Compliance with Rules; Supervision. Applicant must comply with and cause its employees, officers, agents, representatives, licensees, volunteers, and invitees (collectively, "Applicant's Invitees") to comply with and be subject to all these Terms and Conditions, and with any and all instructions and directions of authorized agents of Irvine Ranch Water District ("District"). Applicant shall continuously supervise and control Applicant's Invitees. Each person entering the Premises under this Agreement will be considered to be acting as Applicant's agent and enters at their own risk.
3. Inspection. The District's representatives may enter and inspect the facilities at any time, without notice.
4. Reservations. Reservations are handled on a first come, first served basis. No user or group may use a given facility more than one time per month.

I agree to the conditions and policies above

Submit request

EMAIL NOTIFICATIONS

- Submission complete!
- Booking request receipt will be emailed
- Print for your records
- Allow at least 5 business days for review

NOTE: As always, bookings are in pending status for review and are not confirmed until approved by staff.



[EXTERNAL] Booking request received - 'Irvine Ranch Water District' Monday, October 21, 2024 3:00 PM

Irvine Ranch Water District
To: Dawn Jordan
Expires: 10/21/2027

Caution: This email originated from outside IRWD. Do not click links or open attachments unless you know the sender.

Irvine Ranch Water District
@communityrelations@irwd.com
https://www.irwd.com

Your booking request was received.

This is a booking request only, and it will be reviewed by our staff before being accepted or declined.

You will be notified via email when the booking is accepted or declined.

Duck Club
Monday, October 21, 2024
3:00 PM

Booking details

Status: not confirmed
Booking number: 1590410219339697

Customer
Dawn Jordan

Email: jordan@irwd.com
Phone (mobile): 9494535599
Organization: Test
Address: 15600 sand canyon ave
City: irvine
Zip/Postcode: 92618
IRWD service area: yes

Options

Name or purpose of event: test
Number of guests expected: 1
Disclaimer: yes
BBQ access: No
Alcohol: Yes

To review your booking, please click on the button below

[View booking](#)

Irvine Ranch Water District
OCTOBER 21, 2024 11:52 AM

ABOUT US CUSTOMER CARE SAVE WATER & MONEY FACILITIES SERVICES CONSTRUCTION COMMUNITY RESOURCES BUSINESS

Booked

2025 Meeting Room Reservations (Internal Use)

Booking request pending

This is a booking request only and it will be reviewed by our staff before being accepted or declined.

You will be notified via email when the booking is accepted or declined.

2025 3:00 PM

2025 3:00 PM

Information email for each booking has been sent to 123@irwd.com with all the booking details. If you do not find it in your inbox shortly, please check the spam/junk folder.

[Print](#)

EMAIL NOTIFICATIONS

- Once your request has been processed, an email confirmation is sent
- You can add the reservation to your personal calendar
- Click “View/change your booking” to make edits to existing bookings



[EXTERNAL] Booking confirmed - 'Irvine Ranch Water District' Wednesday, January 1, 2025 8:00 AM

To: Dawn Jordan

Retention Policy: 3 Years then delete (3 years) Expires: 10/24/2027

ATT00001.ics 863 bytes | appointment.ics 963 bytes

Irvine Ranch Water District
@communityrelations@irwd.com
https://www.irwd.com

Your booking is confirmed!

Duck Club

Wednesday, January 1, 2025
8:00 AM



Booking details
Status: confirmed
Booking number: 1590410247643030

Customer
Test Test
Email: jordan@irwd.com
Phone (mobile): 9494534499
Organization: cub scouts
Address: 123 test
City: city
Zip/Postcode: 92602
IRWD service area: yes

Options
Name or purpose of event: test
Number of guests expected: 75
Disclaimer: yes
BBQ access: No
Alcohol: No

Message
A few key reminders for use of the Duck Club:

- Wifi is available. The network name is "irwd_guest". Please follow the instructions once connected and no password is needed.
- For publicly posted events you must include the following IRWD disclaimer: "Irvine Ranch Water District makes its facilities available for use by residents and nonprofit organizations merely as a public service, but does not, by allowing this use, endorse or support the purpose of the event or its sponsor."
- Cancellation notifications are required at least one week prior to your first reserved date. However, if you know you will no longer need your reservation sooner than that, please email CommunityRelations@IRWD.com immediately to allow others an opportunity to use the facility.
- Please read the reservation package (PDF) thoroughly to understand the Duck Club policies and guidelines. The attachment includes:
 - o Directional map to share with your guests
 - o Room checklist
 - o Room FAQs
 - o Room guidelines
 - o Key card instructions
 - o AV instructions

[View reservation package \(PDF\)](#)

To review or change your booking, please click on the button below

[View / change booking](#)

You can now change or cancel your bookings.

CHANGE A RESERVATION

- Choosing “View/change booking” in your email confirmation allows you to:
 - Change the facility, date/time, event details, or contact information
 - Cancel your booking
 - Print your booking confirmation

The screenshot shows the Irvine Ranch Water District website interface for a booking confirmation. At the top, the logo and name 'Irvine Ranch Water District' are visible, along with the email address 'communityrelations@irwd.com' and the website 'www.irwd.com'. The main content area displays booking details for a 'Duck Club' event on 'Wednesday, January 1, 2025 8:00 AM'. The event details include: 'Name or purpose of event: test', 'Number of guests expected: 75', 'Disclaimer: yes', 'BBQ access: No', and 'Alcohol: No'. The contact information is 'Test Test', 'jordan@irwd.com - 9494534499 (mobile)'. The status is 'confirmed'. Each detail row has a 'Change' button with a pencil icon. Below the details, there is a section titled 'Review your booking' with instructions: 'To change your booking click on the Change buttons above.' and 'You can cancel your booking by clicking on the button below. You will be prompted to confirm.' At the bottom of this section are two buttons: 'Cancel my booking' and 'Print'.

WAIT LIST NOW AVAILABLE!

Wait list is accessible only to customers who create a login or use their Google or Facebook accounts.

INSTRUCTIONS:

- Click the date & time appearing as “WAIT LIST”
- Fill out contact info or click “Sign in”
- Click “Register to waiting list”

Irvine Ranch Water District

ABOUT US CUSTOMER CARE SAVE WATER & MONEY FACILITIES SERVICES CONSTRUCTION COMMUNITY RESOURCES BUSINESS

Booked

2025 Meeting Room Reservations (Internal Use)

Duck Club Review

Please fill in the form to register to our waiting list. You will be notified if the requested seats become available.

Duck Club

Wednesday, January 1, 2025 8:00 AM

Contact details

[Sign in](#) [Continue with Google](#) [Continue with Facebook](#)

First name Last name

Email

Mobile phone

[Back](#) [Register to waiting list](#)

JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Selected Available 10 available

WEDNESDAY, JANUARY 1, 2025

8:00 AM
WAIT LIST

3:00 PM
Available: 1

The Duck Club offers two daily timeslots: 8 a.m.-2 p.m. and 3-10 p.m.

Timeslots cannot be extended, combined, or split.

Capacity

With tables and chairs: Up to 75 people
Standing room only: 75-100 people

Amenities

- Full kitchen including double sinks, microwaves oven, full-sized refrigerator, coffee maker, 8-range stove and oven
- 15 8-foot tables and 90 chairs
- Air conditioning/heating
- Outdoor gas barbecue
- The projector and screen are available to connect with your personal device via Bluetooth or HDMI!

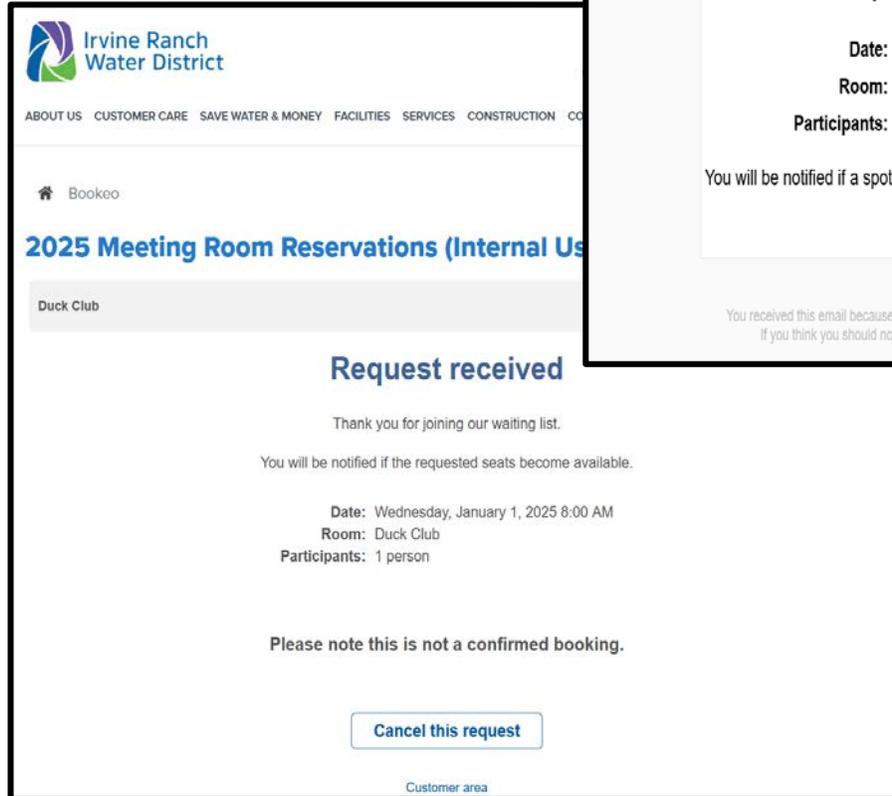
Timeslots

The Duck Club offers two daily timeslots: 8 a.m.-2 p.m. and 3-10 p.m. Timeslots cannot be extended, combined, or split.

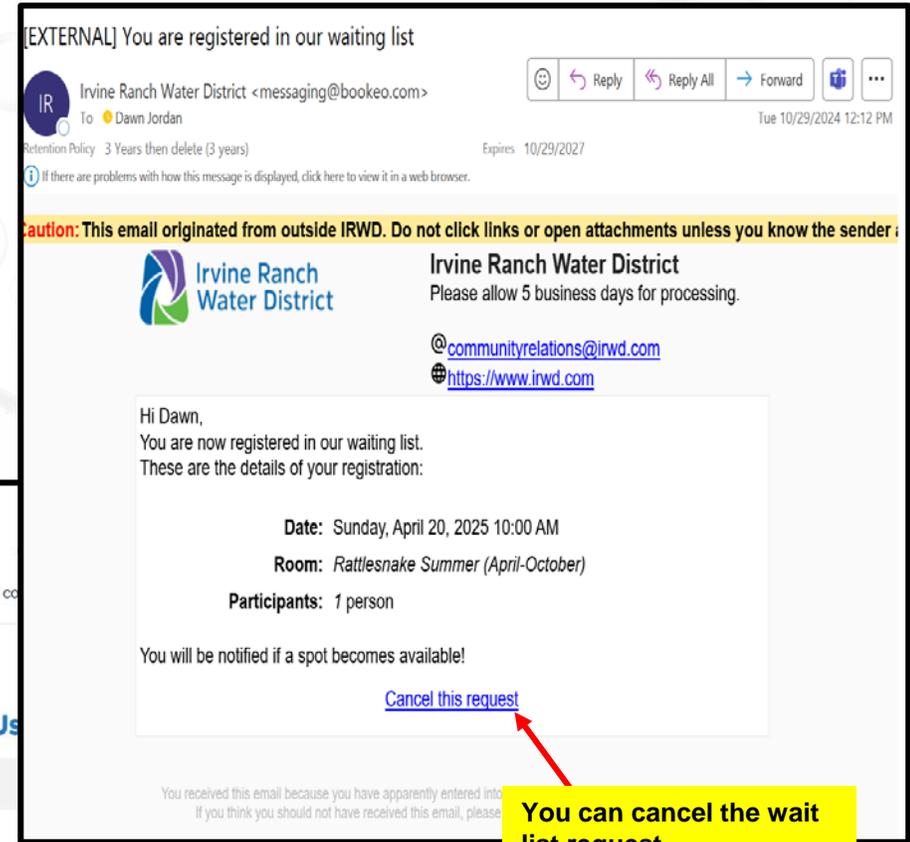
Customers who are signed in to the booking system can see and join the WAIT LIST

WAIT LIST INSTRUCTIONS

- You will receive an email to confirm your waitlist registration has been received.
- If the room becomes available, you will receive an email notification. You have 24 hours to book before the next person on the waitlist is notified.



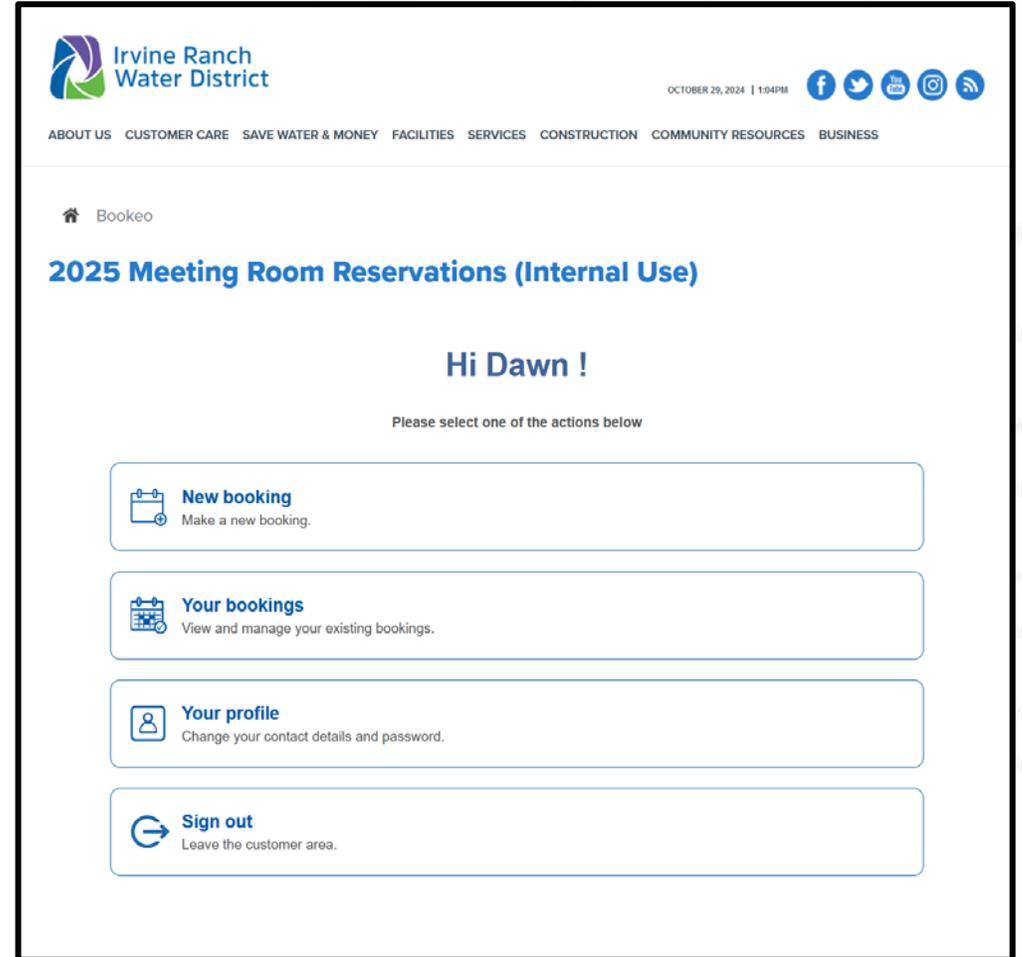
The screenshot shows the Irvine Ranch Water District website. At the top is the logo and navigation menu. Below is a 'Booked' section for '2025 Meeting Room Reservations (Internal Use)'. A specific reservation for 'Duck Club' is highlighted. Below this, a 'Request received' message is displayed, stating: 'Thank you for joining our waiting list. You will be notified if the requested seats become available.' The reservation details are: Date: Wednesday, January 1, 2025 8:00 AM; Room: Duck Club; Participants: 1 person. A note says 'Please note this is not a confirmed booking.' At the bottom is a 'Cancel this request' button and the text 'Customer area'.



The screenshot shows an email from Irvine Ranch Water District to Dawn Jordan. The subject is '[EXTERNAL] You are registered in our waiting list'. The email body contains a caution: 'This email originated from outside IRWD. Do not click links or open attachments unless you know the sender.' It includes the Irvine Ranch Water District logo and contact information: 'Irvine Ranch Water District', 'Please allow 5 business days for processing.', '@communityrelations@irwd.com', and 'https://www.irwd.com'. The main message reads: 'Hi Dawn, You are now registered in our waiting list. These are the details of your registration: Date: Sunday, April 20, 2025 10:00 AM; Room: Rattlesnake Summer (April-October); Participants: 1 person. You will be notified if a spot becomes available! Cancel this request'. A red arrow points to the 'Cancel this request' link. At the bottom, a yellow box contains the text: 'You can cancel the wait list request.'

CUSTOMER AREA

- **Creating a customer account allows you to access your profile, view existing bookings, or create a new booking.**
- **When you are signed in, you will also be able to join the waitlist on rooms, giving you first access if there are cancellations.**



The screenshot shows the Irvine Ranch Water District customer area. At the top left is the Irvine Ranch Water District logo. To the right of the logo is the date and time: "OCTOBER 29, 2024 | 1:04PM". Further right are social media icons for Facebook, Twitter, YouTube, Instagram, and RSS. Below the logo and date is a navigation menu with the following items: "ABOUT US", "CUSTOMER CARE", "SAVE WATER & MONEY", "FACILITIES", "SERVICES", "CONSTRUCTION", "COMMUNITY RESOURCES", and "BUSINESS". Below the navigation menu is a home icon and the text "Booked". The main heading is "2025 Meeting Room Reservations (Internal Use)". Below the heading is a greeting "Hi Dawn !" and a prompt "Please select one of the actions below". There are four action buttons: "New booking" (Make a new booking.), "Your bookings" (View and manage your existing bookings.), "Your profile" (Change your contact details and password.), and "Sign out" (Leave the customer area.).

Questions?



Dawn Jordan-Romero
Community Relations Specialist

Email CommunityRelations@IRWD.com
or Jordan@IRWD.com
Call 949-453-5599