

FAQ's

Who is eligible to use the meeting rooms?

To reserve a meeting room, the person applying must be an IRWD customer. Groups and organizations that wish to use our meeting rooms must be non-profit, non-religious, and must be based within the IRWD service area which includes Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach/Costa Mesa (Santa Ana Heights), Orange Park Acres, Santiago Canyon, Trabuco Canyon and portions of unincorporated Orange County.

Are there any charges or fees involved?

No. The facilities are available free of charge to eligible applicants.

Are alcoholic beverages allowed?

The Duck Club does allow alcohol to be served during your event, but you must have a one-time insurance policy for \$1 million, naming Irvine Ranch Water District as co-insured (including our address). You can obtain such a policy through your home owner's insurance or through event insurance websites. You must submit a copy of your ACORD certificate to us and have a copy with you during your event, as security will make random checks. If alcohol is being used without an ACORD certificate, your event will be immediately terminated.

What amenities are provided?

Both rooms provide a kitchen with double sinks, microwave oven, full-sized refrigerator and coffee maker. Air conditioning, heating and a projector screen are also provided. The Community Meeting Room has 10 six- and eight-foot tables, 50 chairs and an outside sitting area. The Duck Club has a stove, 15 six- and eight-foot tables, 100 chairs, an outdoor gas barbecue (gas is provided), as well as a back patio.

Is audio/visual equipment provided?

We only provide a projector screen for public use. You will need to bring any other audio/visual equipment for use during the meeting.

General Information

We currently offer access to two facilities:

COMMUNITY MEETING ROOM

Our Community Meeting Room is available for meetings after regular business hours starting at:

5 p.m. - 10 p.m. Monday thru Friday
8 a.m. - 10 p.m. Weekends

The Community Meeting Room is located at:
15500 Sand Canyon Avenue, Irvine, CA 92618

THE DUCK CLUB

The Duck Club meeting room is available:
8 a.m. to 10 p.m. daily

The Duck Club is located at:
5 Riparian Way, Irvine, CA 92612

The Duck Club is part of the IRWD San Joaquin Wildlife Sanctuary. Tours for this meeting room can be arranged for **Mondays 10 a.m. to Noon**, depending on the availability of the room.

These meeting rooms are extremely popular and book several months in advance. To check room availability and submit an online application visit:
www.irwd.com/community/meeting-rooms

For additional information, please email
info@irwd.com or call **(949) 453-5500**.

**For after hours emergencies call
(949) 453-5300.**



Irvine Ranch Water District
15600 Sand Canyon Ave.
Irvine, CA 92618
www.irwd.com

Irvine Ranch Water District Meeting Rooms





SEATING CAPACITY

COMMUNITY MEETING ROOM

1,000 sq.ft. meeting space

CONFIGURATION

#SEATS

Theater Style 50 seats
 Classroom Style 40 seats
 U-Shaped 25 seats

THE DUCK CLUB

2,287 sq.ft. meeting space

CONFIGURATION

#SEATS

Theater Style 100 seats
 Classroom Style 70 seats
 U-Shaped 25 seats



Community Meeting Room

The Duck Club

