



Irvine Ranch Water District Meeting Facility Use Guidelines (Duck Club)

As a public agency, the Irvine Ranch Water District is pleased to make the meeting room identified in the application available to your qualified organization.

PURPOSE: These guidelines are to define the guidelines and procedures for consideration of a room reservation request.

QUALIFIED USERS: Use is limited to non-profit, non-religious organizations and limited family events by IRWD customers. Applicant and applicant's organization must be within the IRWD service area. This includes: Irvine and portions of Lake Forest (including Portola Hills and Foothill Ranch), Newport Coast, Tustin Ranch, Costa Mesa (Santa Heights), Orange and portions of unincorporated Orange County. The District may require proof of the applicant's address and organization non-profit status. Room use by non-profit groups is limited to business meetings or community service projects. Applicants must be 21 or older and take responsibility for clean-up and damages. Applicant must be onsite when the facility is in use.

ROOM CAPACITY: The capacity of the Duck Club is 100 people, depending on how the tables and chairs are setup (please see FAQ's).

RESERVATIONS: Reservations are handled on a first come, first served basis. No group may use the facility more than one time per month.

ENTRANCE FEES: IRWD does not charge fees for the use of its facilities. Charging of fees by applicant for entrance to the facilities or solicitation of contributions is prohibited. Furthermore, **no products or services may be sold.**

ALCOHOL USE: Limited events involving alcohol use will be considered on a case-by-case basis with the approval of the General Manager or designee. Applications for such events will be considered only if accompanied by proof of appropriate insurance coverage and any necessary permits. Users must have their proof of insurance documents with them when holding their events. If security checks while the event is taking place and alcohol is being used without proper documents, the event will be shut down.

BARBECUE GRILL USE: A key is required to access the gas barbecue grill. Contact the Public Affairs department for more information. Charcoal or any other heat source is **not** allowed at the Duck Club or the San Joaquin Marsh & Wildlife.

KEY TO FACILITY: Users of the Duck Club must pick up a key card to the facility from our headquarters office at 15600 Sand Canyon in Irvine the week of their event. Deposit key cards in drop box next to front door of Duck Club at the conclusion of event.



USE OF PARKING AREA: There is limited parking at the Duck Club; please encourage car pooling. Large groups (more than 30) must use the larger lower lot, located to the right of the driveway entrance.

USE RESTRICTIONS: See the checklist for specific responsibilities. Applicants must adhere to restrictions and responsibilities, or face termination of use permit.

INSPECTION: District representatives may enter and inspect the facilities at any time, without notice.

RIGHT TO TERMINATE: The District reserves the right to terminate use of the facilities by the applicant at any time.

EXEMPTIONS: The District General Manager or the Director of Public Affairs have the authority to grant exemptions to these guidelines.

NON-DISCRIMINATION: Groups using the facility may not discriminate against anyone with regard to race, creed, color or national origin.

DISPLAYS: 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.

IRWD DISCLAIMER: Any public notices given by the applicant of its event and activities conducted at the District's facilities must include the following statement:

"The Irvine Ranch Water District neither supports nor endorses the cause or activities of organizations which use the District's facilities. The facilities are made available as a public service."