

## Frequently Asked Duck Club Questions

### **Q: Who is eligible to use the Duck Club?**

**A:** You must be a resident in one of the IRWD service areas: Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach (Santa Ana Heights), Costa Mesa (Santa Ana Heights), Orange and portions of unincorporated Orange County. Or a non-profit and non-religious organization within the IRWD service area.

### **Q: Is there a fee to use the facility?**

**A:** No as long as you fall under the eligibility requirements.

### **Q: Are fund raisers allowed at the Duck Club and may I charge admission for my event?**

**A:** Fund raising and charging of admission is **NOT** allowed. All organizations must be non-profit.

### **Q: Can I serve alcoholic beverages at my event?**

**A:** Yes, 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 often obtain such a policy through your homeowner's insurance or through event insurance websites. You must submit a copy of your ACORD certificate to us and have a copy with you the date of your event, as security will make random checks. If alcohol is being used and you don't have your ACORD certificate, your event will be immediately terminated.

### **Q: How can I view the facility?**

**A:** You can schedule an appointment to tour the room by contacting Public Affairs at 949-453-5500 or [info@irwd.com](mailto:info@irwd.com). Tours are scheduled on Mondays between 10 a.m. – 12 p.m. (depending on the room's availability). You can also view the images and video on our website. **PLEASE** do not show up at the Duck Club to see the room without an appointment, we do not want to disturb a scheduled event. We request that you give our scheduled users the same courtesy you would expect during your event.

### **Q: What amenities are available?**

**A:** There is a kitchen with double sinks, microwave oven, full-sized refrigerator, coffee maker and stove. There are 15 8 ft. long tables and 100 chairs available. There is air conditioning/heating and an outdoor gas barbecue.

### **Q: Why does my meeting have to be non-religious?**

**A:** IRWD is a government agency, we offer our facilities free of charge to non-profits and the community. We do not want to give perception of supporting one belief over another.

**Q: Is there audio/visual equipment available?**

**A:** No A/V equipment is available for public use except for the projector screen that is available. The projector screen switch is located on the cabinet near the patio door to the right. It allows you to lower and raise the screen. Please raise it when you are finished using the room.

**Q: What type of events are allowed at the facility?**

**A:** The Duck Club can accommodate approved private parties such as family events and non-profit group organizations that are within the IRWD service area. However there are limitations to these events.

**Q: What is the size of the room?**

**A:** The front room is 15 ft. long x 29 ft. wide. The rear room is 38 ft. long x 36 ft. wide.

**Q: What is the capacity of the Duck Club?**

**A:** Maximum is 100 people theater style (chairs only); 70 people classroom style; 60 people conference style; and 40 people U-shape style. It also depends on how the tables and chairs are setup.

**Q: What hours am I allowed to use the facility?**

**A:** We provide available blocked times; for daytime reservations, you can request anytime between 8 a.m. – 3 p.m. and for evening reservations anytime between 4 p.m. – 10 p.m. For evening events the room must be vacated by 10 p.m. This means the room has to be cleaned, all trash taken to the dumpster in the parking lot and the doors locked at that time. No exceptions will be granted. Please remember to deposit the key card in the key drop box located on the right-hand side of the front door.

**Q: How often may I use the Duck Club?**

**A:** Once a month throughout the year. You cannot combine monthly meetings with other available facilities. One facility per month is allowed.

**Q: Once my application has been approved for use of the Duck Club, how do I obtain a key card to the facility?**

**A:** The Monday prior to your event the key card will be available for pick up at our Sand Canyon office located at 15600 Sand Canyon Avenue in Irvine. The key card will be with the Receptionist.