

The Duck Club Rules Checklist

1. Users of the Duck Club facility will only have access to the following areas after *dusk:



- Reminder: Areas outside of the Duck Club facility, including the San Joaquin Marsh & Wildfire Sanctuary and trails are not available after dusk.
2. Alcohol is not permitted without approval from IRWD prior to the event. Proof of liability insurance coverage is required when serving alcohol. IRWD reserves the right to review alcohol liability insurance to determine if it meets our guidelines.
 3. No food trucks or mobile video game trailers are allowed.
 4. No inflatables, bounce houses, jumpers/trampolines, water slides or E-Z Up canopies are allowed.



5. No organized games, activities or music is allowed outside of the Duck Club building. This includes the porch area. Climbing trees is also prohibited.
6. For your safety, do not remove the parking barristers near the Duck Club.
7. Do not use the Duck Club fireplace.
8. Dogs are not allowed at the Duck Club or Marsh Campus.
9. Duck Club barbeque grills:
 - The leasee must request use of the barbecue grills with IRWD prior to the event.
 - Public Affairs will provide a key to access the gas timer on the barbecue grill.
 - Please follow instructions near gas timer.
 - Do not use charcoal or any other heat source on the barbecue grills.
10. Outside heat sources are prohibited at the Duck Club and in the San Joaquin Marsh & Wildlife Sanctuary. Use the barbeque grills only.
 - This includes flammable items (i.e., portable charcoal or propane stoves/grills, candles, fireworks, sparklers, propane lanterns, portable fire pit and patio heaters, gas powered generators, etc.).
 - No smoke machines allowedBattery operated and electric candles are acceptable



11. Do not tape, staple, nail or pin decorations to the walls or ceiling fans. It destroys the wood finish and leaves holes in the wood.

12. Wipe down tables and chairs and return them to storage room (cleaning supplies are not provided.)

13. Sweep all floors including the kitchen and bathroom.

14. If sinks and countertops were used, please wipe down.

15. If the refrigerator was used, remove all items and wipe down the interior and exterior.

16. If the stove or oven were used, clean up all spills and **make sure the stove or oven is turned off.**

17. If the microwave oven was used, clean any splatters and spills from the interior and exterior.

18. All trash must be removed from the Duck Club facility. PLEASE PLACE FULL TRASH BAGS INSIDE TRASH DUMPSTER LOCATED IN THE PARKING LOT AND MAKE SURE THE LID IS CLOSED. This is to avoid raccoons going through the trash.
 - Crush aluminum cans with can crusher in kitchen.
 - Deposit plastic or glass bottles in green recycling container.

Initial/Date: _____

19. Turn off temperature timer for the heater/air conditioner before leaving.



20. Remove all decorations before departing the Duck Club as well as any signage or balloons along Riparian Road.
 - Decorations are not allowed to be attached to the walls or ceilings in anyway (nails, staples or tape).

21. Turn off all the lights and ceiling fans.

22. Lock all the windows and doors, including the patio doors.

23. The Duck Club closes promptly at 10 p.m. The room must be locked and secured at that time. The leasee is responsible to ensure **all guests depart by 10 p.m.** *No exceptions.*

Initial/Date: _____

24. Key cards must be returned to the drop box located by the front entrance immediately at the conclusion of the event. *No exceptions.*
 - Key cards that are lost, a fee will be charge for replacement.

Initial/Date: _____