

Irvine Ranch Water District Meeting Rooms



GENERAL INFORMATION

We offer access to two facilities:

THE DUCK CLUB

The Duck Club meeting room is available for reservations in morning and evening slots only:

**Daily: 8 a.m. to 2 p.m. or
3 p.m. to 10 p.m.**

The Duck Club is located at:
15 Riparian View, Irvine, CA 92612

The Duck Club is part of IRWD's San Joaquin Marsh Wildlife Sanctuary.

COMMUNITY MEETING ROOM

The Community Meeting Room is available for meetings after regular business hours on weekdays, and morning/evening slots on weekends:

**Monday – Friday: 5 p.m. to 10 p.m.
Weekends: 8 a.m. to 2 p.m. or
3 p.m. to 10 p.m.**

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

These meeting rooms are extremely popular and often book several months in advance. To check room availability and submit an online application visit: [IRWD.com/meetingrooms](https://www.irwd.com/meetingrooms)

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

FREQUENTLY ASKED QUESTIONS

Who is eligible to use the meeting rooms?

Irvine Ranch Water District offers meeting room use to nonprofit organizations and residents within the IRWD service area, which includes all of Irvine and portions of Lake Forest, Tustin, Newport Beach, Orange, Costa Mesa, and unincorporated Orange County.

Are any charges or fees involved?

No. The facilities are available free 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. You must submit a copy of your ACORD certificate to us and have a copy with you during your event.

Alcohol is *not permitted* for events at the Community Meeting Room.

Please visit [IRWD.com/meetingrooms](https://www.irwd.com/meetingrooms) for restrictions on how the rooms may be used and alcohol requirements.

What amenities are provided?

Both rooms provide a kitchen with double sinks, microwave oven, refrigerator and coffee maker. Air conditioning and heating are also provided.

The Duck Club has 15 eight-foot tables, 90 chairs, an outdoor gas barbecue, oven, and back patio.

The Community Meeting Room has 15 eight-foot tables, 50 chairs and an outside sitting area.

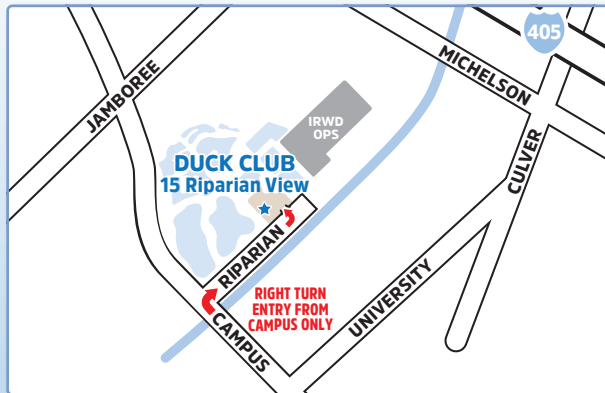
Is audio/visual equipment provided?

We provide limited AV equipment access. You will need to bring your own personal device to connect to the audio/visual equipment that is available.

The Duck Club

2,287-square-foot meeting space

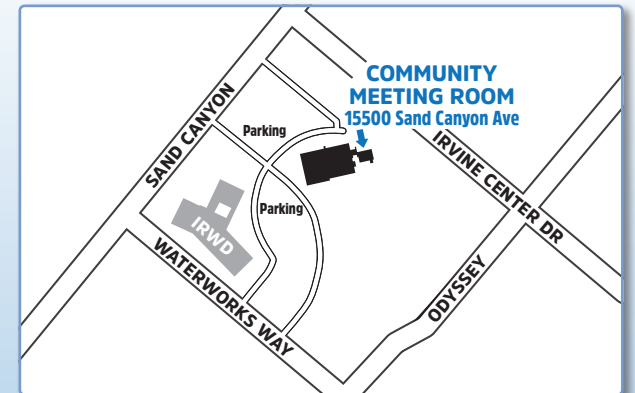
CONFIGURATION	#SEATS
Theater style	90 seats
Classroom style	75 seats
U-shaped	25 seats



Community Meeting Room

1,000-square-foot meeting space

CONFIGURATION	#SEATS
Theater style	50 seats
Classroom style	40 seats
U-shaped	25 seats



To view the calendar for available reservation slots, scan the QR code.

Reserved dates and times will appear on the calendar in orange for the Duck Club and in blue for the Community Meeting Room.

Applications are processed as first come, first served. Please allow at least five business days to process your request.



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