



Irvine Ranch
Water District

Frequently Asked Questions – Community Meeting Room

Q: Who is eligible to use the Community Meeting Room?

A: If you are a resident in one of our service areas (Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach, Costa Mesa, Santa Ana Heights, Orange and portions of unincorporated Orange County), or a non-profit, non-religious organizations within the IRWD service area.

Q: Is there a fee to use the meeting room?

A: No, however you must be within the eligibility criteria listed on the meeting room Terms and Conditions in addition to being a resident in one of the IRWD service areas.

Q: Are fund raisers allowed? May I charge admission for my event?

A: Fund raising, charities and charging of admission is NOT allowed. All organizations and its events must be non-profit.

Q: How can I view the facility?

A: We offer a few options to view the Community Meeting Room:

1. Images are available on our website at
<https://www.irwd.com/community/meeting-rooms-information>
2. Video of the meeting room is available at
<https://www.youtube.com/watch?v=uQUCKGiUKuI>

Private tours are not available. Do not attempt to visit the Community Meeting Room outside of your reserved time. We request that you give our scheduled users the same courtesy you would expect during your event.

Q: Are animals allowed?

A: Animals are not allowed inside the facility.

Q: What amenities are available?

A: A kitchenette with double sinks, a microwave, full-sized refrigerator, and coffee maker. 15 8-foot tables and 50 chairs. Heating and air conditioning system. Outside patio seating is available on a first-come, first-served basis and cannot be included as part of your event.

Q: What about audio/visual equipment?

A: Yes. The projector and screen are available to connect with your personal device via the Quick Start Guide or HDMI (cable connectors are in the center of the floor).

Q: What is the minimum and maximum capacity of the Community Meeting Room?

A: The minimum capacity is 15 guests, and the maximum capacity is 80 guests. If you would like to include tables and chairs in your setup you cannot exceed 50 guests. If you have 50-80 guests expected, standing room only is available, no tables and chairs allowed.

Q: What type of events are allowed in the facility?

A: The Community Meeting Room can accommodate approved non-profit organizations meetings. Private parties or events including children are not allowed. Please refer to the Duck Club for events of that type. There are limitations to these events, please refer to the Meeting Room Terms and Conditions

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

A: The facility is available between 5 p.m. and 10 p.m. Monday through Friday. On Saturdays and Sundays, we provide two available time blocks. For daytime reservations, available hours are between 8 a.m. and 2 p.m. For evening reservations, available hours are between 3 p.m. and 10 p.m. You cannot combine your booking with another booking on the same date. A one-hour window has been implemented between reservations. No exceptions will be granted.

Evening meetings must conclude by 10 p.m. The room must be cleaned, all trash removed disposed of in the dumpster located in the parking lot, and all doors are locked. No exceptions will be granted.

Q: How often may I use the Community Meeting Room?

A: One date per month is allowed. Combining monthly meetings with other available facilities or having other persons request dates/times in the same month as your booking is not allowed.

Q: Once my application has been approved for use of the Community Meeting Room, how do I obtain access to the facility?

A: Instructions to access the meeting room is email to you the week of your reservation.

FOR ALL OTHER QUESTIONS OR INQUIRIES CONTACT COMMUNITY RELATIONS AT 949-453-5500.