



## **Frequently Asked Community Meeting Room Questions**

### **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 (Santa Ana Heights), Costa Mesa (Santa Ana Heights), Orange and portions of unincorporated Orange County). A Non-profit, non-religious organizations within the IRWD service area.

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

**A:** No. As long as you are within the eligibility criteria that is listed on the meeting room application

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

**A:** IRWD offers facilities free of charge to our customers. Fund raising and charging of admission is **not** allowed.

### **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>

Please do **not** show up to see the Community Meeting Room, to avoid disturbing a scheduled event. 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:** We have a kitchen with sinks, a microwave, full-sized refrigerator, and coffee maker. There are 15 8-foot long tables and 25 chairs on the premises. There is outside patio seating, air conditioning and heating inside.



**Q: What about audio/visual equipment?**

**A:** No A/V equipment is available for public use except a projector screen that you are welcome to use. To operate the screen a switch is located on the main wall that allows you to lower and raise the screen. Please make sure it is raised when you leave the room.

**Q: What is the capacity of the Community Meeting Room?**

**A:** Current capacity is 25 people if the room is set up classroom style, and 40 people with standing room only.

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

**A:** The Community Meeting Room only accommodates business conferences, approved non-profit group organizations or club meetings. Private parties, school or children events are not allowed, we do offer the Duck Club for events of that type.

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

**A:** You may begin your use of the facility as early as 5 p.m. Monday – Friday. On weekends you can request anytime between 8 a.m. to 2 p.m. and for evening reservations anytime between 4 p.m. to 10 p.m. Evening meetings must conclude by 10 p.m. A two-hour window will be implemented between reservations. That means the room has to be cleaned, all trash removed and taken to the dumpster in the parking lot and the doors are locked at the end of your meeting. **No exceptions** will be granted.

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

**A:** You can make one reservation per month, this includes the Duck Club (only one room can be chosen per month).

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

**A:** A QR code and instructions are emailed to you once your reservation has been confirmed. The QR code provides access to enter the facility. Should you have access issues with your QR code contact Community Relations at 949-453-5599 during business hours of 8 AM – 5 PM (excluding dark Fridays and holidays). For after-hours assistance, contact Security Patrol at 714-296-4427.