

RIVERSIDE PUBLIC LIBRARY – NEW MAIN LIBRARY FEES

- Group 1 Non Profit** Non-profit organization located within the City limits and Riverside Public Schools
- Group 2 Residents** City residents, for-profit organizations located within the City limits, and non-profit organizations located outside of City limits
- Group 3 Non-Residents** Non-residents and for-profit organizations located outside City limits

Hours – Reservations on Fridays and Saturdays must end by 12:00 a.m. with clean-up completed by 1:00 a.m.

Reservations on Sundays to Thursdays must end by 11:00 p.m. with clean-up completed by 12:00 a.m.

| | Hourly Rate Group 1 | Hourly Rate Group 2 | Hourly Rate Group 3 | Flat Rate | Maximum Occupancy | Deposit | Processing Fee |
|--|---------------------|---------------------|---------------------|-----------|---|---------|----------------|
| Community Room and Covered Arcade | \$200 | \$250 | \$350 | | 560 to 1,680 | \$500 | \$25 |
| Community Room | \$105 | \$130 | \$180 | | 215 | \$500 | \$25 |
| Covered Arcade | \$160 | \$200 | \$280 | | 560 - tables and chairs 1,200 - chairs only 1,680 - standing only with no tables and chairs | \$500 | \$25 |
| Quiet Reading Room / Event Terrace (3rd Floor) | \$105 | \$130 | \$180 | | 148 | \$500 | \$25 |
| Archive Reading Room (Off-Hours Only) | \$ 30 | \$ 40 | \$ 55 | | 22 | \$250 | \$25 |
| PA System | | | | \$50 | | | \$25 |
| Podium | | | | \$50 | | | \$25 |
| Projector and Screen | | | | \$50 | | | |
| TV / DVD | | | | \$75 | | | |
| After-Hours Staff Fee (per employee; 2 minimum) | \$ 40 | \$ 40 | \$ 40 | | | | |

Additional fees as required:

- **Security Guard Fees** – Applicant is responsible for all fees associated with required security (all fees are paid directly to the security vendor). Applicant is also required to provide a security contract at the event.
- **Insurance** – Applicant is responsible for all costs associated with obtaining additional insurance documentation naming the City of Riverside as “Additionally Insured.”
- **Staff Fee** - \$40.00 per hour per employee for staffing requirements as determined by the Director of Riverside Public Libraries. All events will require a minimum of two (2) staff onsite.
- **Catering Fee** – No charge; however, outside caterers must be licensed and insured.
- **Library staff is not responsible for set-up and clean-up of events.**

Sample Reservations:

| Scenario | Room Cost | Staff Fee | Alcohol Fee | Other Costs | Refundable Deposit | Application Fee | Maximum Cost for Facility | Total Cost after Deposit Refund |
|--|---------------------------------|---|-------------|------------------|--------------------|-----------------|---------------------------|---------------------------------|
| Five (5) hour fundraiser for a non-profit organization at the Multi-Purpose Room and Terrace; Alcohol and catering provided | \$105 * 5 hours = \$525 | \$40 * 2 staff * 5 hours = \$400 | \$125 | \$225 maximum | \$500 | \$25 | \$1,800 | \$1,300 |
| Three (3) hour evening meeting in the Community Room by a Riverside based business | \$130 * 3 hours = \$390 | \$40 * 2 staff * 3 hours = \$240 | - | \$225 maximum | \$500 | \$25 | \$1,380 | \$ 880 |
| Two (2) hour Sunday church service by a Riverside based church in Covered Arcade | \$160 * 2 hours = \$320 | \$40 * 2 staff * 2 hours = \$160 | - | \$225 maximum | \$500 | \$25 | \$1,230 | \$ 730 |
| Five (5) hour Quinceañera for a family from San Bernardino; Food and alcohol at the event using Community Room with Arcade and Kitchen | \$350 * 5 hours = \$1,750 | \$40 * 3 staff * 5 hours = \$600 | \$125 | \$225 maximum | \$500 | \$25 | \$3,225 | \$2,725 |