

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.

Main Library	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
Main Community Room	\$105	\$130	\$180		215	\$500	\$25
Main Covered Arcade	\$160	\$200	\$280		560 – tables and chairs 1,200 – chairs only 1,680 – standing only with no tables and chairs	\$500	\$25
Multi-Purpose Room / Event Terrace	\$105	\$130	\$180		148	\$500	\$25
Archive Reading Room (Off-Hours Only)	\$ 30	\$ 40	\$ 55		22	\$250	\$25
PA System				\$ 50			
Podium				\$ 50			
Projector and Screen				\$ 50			
TV / DVD				\$ 75			
Alcohol Service (ABC license required)				\$125			
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.
- **Alcohol Service** - \$125; Alcohol Beverage Control (ABC) License is required if alcohol is sold or if admission is charged
- **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 / Event 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 Main 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 Main 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 Covered Arcade and Kitchen	\$350 * 5 hours = \$1,750	\$40 * 3 staff * 5 hours = \$600	\$125	\$225 maximum	\$500	\$25	\$3,225	\$2,725