

## RIVERSIDE PUBLIC LIBRARY –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
<b>Community Room and Covered Arcade</b>	\$200	\$250	\$350		86 to 1,680	\$500	\$27.25
<b>Community Room</b>	\$105	\$130	\$180		Lecture seating 86 chairs maximum	\$500	\$27.25
<b>Covered Arcade</b>	\$160	\$200	\$280		560 - tables and chairs 1,200 - chairs only 1,680 - standing only with no tables and chairs	\$500	\$27.25
<b>Multi-Purpose Room / Event Terrace (3<sup>rd</sup> Floor)</b>	\$105	\$130	\$180		60 -148	\$500	\$27.25
<b>Archive Reading Room (Off-Hours Only)</b>	\$ 30	\$ 40	\$ 55		12	\$250	\$27.25
<b>PA System</b>				\$50			
<b>Podium</b>				\$50			
<b>Projector and Screen</b>				\$50			
<b>TV</b>				\$75			
<b>After-Hours Staff Fee (per employee; 2 minimum)</b>	\$ 40	\$ 40	\$ 40				
<b>Alcohol Fee</b>				\$125			

**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). Applicants are also required to provide a security guard, contract, security guard cards and patrol operator’s license 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	\$27.25	<b>\$1,802.25</b>	<b>\$1,302.25</b>
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	\$27.25	<b>\$1,382.25</b>	<b>\$ 882.25</b>
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	\$27.25	<b>\$1,232.25</b>	<b>\$ 732.25</b>
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	\$27.25	<b>\$3,227.25</b>	<b>\$2,727.25</b>