



City of Riverside
RIVERSIDE PUBLIC LIBRARY
FACILITY RESERVATION APPLICATION (FRA) - Part 1

Please print legibly in ink.

This is an application only and is not an approved permit for facility rental.

APPLICANT INFORMATION **DAY OF EVENT CONTACT**

Applicant Name: _____
 Organization: _____
 Street Address: _____
 City: _____ Zip: _____ DOB: _____
 Primary Phone: _____
 Secondary Phone: _____
 Email: _____
 Non-Profit Tax ID 501(C)(3)#: _____

Event Contact Name: _____
 Relationship: _____
 Address: _____
 City: _____ Zip: _____
 Cell Phone: _____
 Secondary Phone: _____
 Email: _____
 Provide Proof

RESERVATION INFORMATION

- Main Community Room (215 Maximum Occupancy)
- Community Room and Covered Arcade See fee schedule for occupancy.
- Multi-Purpose Room / Event Terrace (148 Maximum Occupancy)
- Main Covered Arcade (560-1,680 Maximum Occupancy)
- Archive Reading Room (12 Occupancy; After Hours Only)

Single Use **Recurring use** (indicate dates below & times in column to the left)

Day of the Week: SUN MON TUE WED THUR FRI SAT

Daily Weekly Monthly

Date: _____
 Set-Up Time: _____ am/pm to _____ am/pm
 Event Time: _____ am/pm to _____ am/pm
 Clean-Up Time: _____ am/pm to _____ am/pm

Jan: _____ **July:** _____
Feb: _____ **Aug:** _____
Mar: _____ **Sept:** _____
Apr: _____ **Oct:** _____
May: _____ **Nov:** _____
June: _____ **Dec:** _____

Minimum one (1) hour clean-up time required.
 Reservation hours on Friday and Saturday must end by 12 a.m. with clean up done by 1 a.m.; Sunday – Thursday hours must end by 11 p.m. with clean up done by 12 a.m.

EVENT INFORMATION

Event Type: _____ **Total Number of Guests:** _____

The applicant is responsible for ensuring the caterer has a City of Riverside Business Tax Certificate and a valid health permit.

INDICATE "YES" OR "NO" FOR EACH OPTION BELOW

ALL ARE SUBJECT TO INSURANCE AND/OR SECURITY REQUIREMENTS

- Open to the Public: Yes No
- DJ/Live Band: Yes No
- Deliveries: Yes No
- Catered Food: * Yes No
- Inflatables: Yes No
- # of inflatables: ()

- PA System: Yes No
- Vendors: Yes No
- Vendors Accepting Money: Yes No
- Admission Fee: Yes No
- Marketing: *Indicate type below*
 Flyers Invitations Word of Mouth
 Social Media Other _____

*Will require Health Permit and/or Food Handlers' Card

Alcohol Permit Request (Beer/Wine/Champagne Only)

Will alcohol be served at the event? Yes No

If you answered Yes, you will be responsible for providing a copy of Security Guard Contract, Private Patrol Operators' License, and Guard Cards and ABC license to the Riverside Public Library at least two (2) weeks prior to event.

Initial:

If you answered yes, you will be responsible for providing a copy of Host Liquor Liability Insurance to the Riverside Public Library at least two (2) weeks prior to event. **Initial:**

Event publications should not be distributed before an approved permit is issued. A copy of all advertising material (except invitations) must be submitted for approval to Riverside Public Library prior to distribution.

If you answered Yes to any of the above, please explain below:

Reviewed by: _____

Facility Reservation Application · Part 2

- 1. Payment** - Applicant to pay 50% of total charges, full security deposit and processing fee at the time of Facility Reservation Application approval. Upon approval, payment not received within 1 week will result in cancellation.

Cancellation Policy - A cancellation request must be submitted by the applicant to the Riverside Public Library Department. *Processing Fee not included in any option below.*

- A) 6 months prior to event - all fees returned
- B) 180 - 91 days - 100% of Down Payment withheld
- C) 90 - 61 days - 50% of all fees paid withheld
- D) 60 - 31 days - 75% of all fees paid withheld
- E) 30 - 15 days - 90% of all fees paid withheld
- F) 14 - 1 day (s) - 100% of all fees paid withheld

- 2. Alcohol** - An Alcohol Permit is required to serve/consume alcohol. An additional alcohol fee of \$125 will be charged. The event must also abide by the following:
 - A) Consumption must be inside the facility and cease one (1) hour prior to the beginning of clean-up; or 11:00 p.m., whichever is earlier.
 - B) Alcohol cannot be served for more than six (6) hours at any event.
 - C) Alcohol is restricted to only beer, wine, and champagne, no hard liquor.
 - D) No persons under 21 years of age are allowed to drink or serve alcohol.
 - E) Services or consumption of alcohol by minors will result in immediate termination of event, loss of deposit and subject to citation from Riverside Police Department.
 - F) Alcohol must be served in non-glass containers.
 - G) An ABC License and Host Liquor Liability insurance are required to sell any alcoholic beverage.
 - H) A security guard must be present during Event Time. Applicants must provide Security Contract and Security Guard Cards.
 - I) Alcohol must be provided by the applicant and must be 21 years of age and not the guests.

- 3. I have reviewed, and upon request have received, a copy of the Facility Reservation Application additional Rules & Regulations. Initials: _____**

- 4. Acknowledgement of Conditions** - I understand that I am submitting a Facility Reservation Application and that an approved reservation is not granted until I receive an approved facility reservation application from the City. I also understand that events shall be bound by all rules and regulations and applicable to all ordinances of the City of Riverside. The violation of any of the rules and regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities as well as a basis for refusal of future permits to use City facilities. The applicant is responsible for loss, damage, or injury sustained by reason of negligence of the person(s) to whom facility reservation is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to library, facilities, and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature: _____ **Date:** _____

Library Director Signature: _____ **Date:** _____

Facility Reservation Application · Rules and Regulations

I. RESERVATION AND PAYMENT

- 1. Application** - Applicant or Day of Event Contact signing the Facility Reservation Application must be present during the event. Reservations are accepted up to 18 months prior to the date of the event. In addition to facility rental fees, applicant is responsible for costs of additional City Staff and/or resources assigned to the event. The number of Staff is determined by the type of event, attendance, and security needs. The number of Staff assigned is at the sole discretion of the Riverside Public Library Director or designee.
- 2. Fees**
 - A) Applicant is responsible to pay the Down Payment, which is a minimum of three (3) hours of rental fees, plus security deposit and non-refundable processing fee, at time of application submission.
 - B) Alcohol fee will be charged and applied to permit if alcohol is to be served.
 - C) All fees must be paid one (1) week in advance of the event. Failure to meet this deadline will subject the reservation to cancellation and forfeiture of any and all fees paid. Events scheduled less than three (3) months prior to the event date must be paid in full by credit card or money order.
- 3. Security Deposit** - The required security deposit is due upon submittal of Facility Reservation Application and is not applied to the balance of rental fees. The security deposit will be refunded to the applicant identified on the Facility Reservation Application approximately 4-6 weeks after the event, provided the facility is returned to pre-event condition and no additional costs were incurred by the City for the event.
- 4. Insurance** - Applicant may be required to obtain insurance for the event. Riverside Public Library Department will determine if insurance is needed and notify the applicant. (Generally, this consists of a \$1,000,000 general liability per occurrence and \$2,000,000 aggregate certificate that lists the City of Riverside as additionally insured).
- 5. Special Event Permit** - Certain events require a Special Event Permit. Riverside Public Library Department will notify the applicant if permit is required. If a Special Event Permit is required and is not obtained at least three (3) months prior to the event, the reservation is subject to cancellation.
- 6. Event Security** - Security is required for events open to the public as deemed necessary or private rentals of 100 people or more. Security will be required at the ratio of 1 officer: 100 participants. Security must be obtained from the Riverside Police Department or be a Riverside Public Library Department approved provider. Security will be required for amplified sound, and/or alcohol services at event regardless of attendance number.

II. SET-UP PRIOR TO EVENT

- 1. Storage** - Storage or pre-staging of event items prior to the contracted start time is not allowed. This includes both personal as well as professionally delivered items.
- 2. Set-Up Time** - Set-up time must be included in the rental period. Access to the site is not allowed prior to the approved start time listed on Facility Reservation Application.
- 3. Pre-Event Inspection** - Applicant or Day of Event Contact is required to complete the pre-event inspection with a City Staff member prior to occupying the facility. This establishes the condition of the facility and equipment prior to applicant's event. Applicant or Day of Event Contact will be responsible to restore facility and equipment to the pre-event condition; failure to do so will result in loss of security deposit amount.
- 4. Tables and Chairs** - Riverside Public Library Department will provide 17 folding flat tables, 5 round banquet tables and 100 stackable chairs. Applicant is responsible for set-up chairs and tables.
- 5. Decorations** - Decorations and other environmental enhancements must be free standing and cannot be attached to the facility or fixtures by any means. Removal of existing facility decorations or fixtures, if any, is not allowed.
- 6. Signs** - Exterior signs are not allowed. Interior signs are allowed provided they are pre-approved by City Staff and are free standing.
- 7. Prohibited Items** - Candles, smoke/fog machines, vape/e-cigarettes, barbeques, deep fryers, outdoor ovens, and glitter or confetti are not allowed. Additionally, sand, oil, powder or other foreign substances are prohibited from being spread at any Riverside Public Library Department facilities.

III. RESPONSIBILITIES DURING THE EVENT

- 1. Occupancy Limits** - The maximum number of participants for the facility cannot be exceeded. City Staff will restrict access to the event once room capacity has been reached.
- 2. Supervision of Minors** - All minors must always be supervised and are required to be in the appropriate rental area(s). Chaperones must be at least 21 years of age. City guidelines for the supervision of minors are; 1 adult: six minors ages 1-5 years; 1 adult: 15 minors ages 6 - 12 years; 1 adult: 20 minors ages 13 - 17 years. If supervision is deemed inadequate

by City Staff on site, to ensure the safety of patrons and the preservation of City resources, additional Staff may be added per the supervision ratios identified above at the applicant's expense.

3. **Responsible Party** - The applicant and/or the applicant's organization have primary responsibility for the conduct and safety of all participants at the event. Any additional actions required by the City to maintain lawful conduct, safety of event participants and/or the protection of City property, will result in additional charges to the applicant or applicant's organization, and may result in termination of event.

IV. RESPONSIBILITIES AFTER THE EVENT

1. **Clean-Up Time** - Clean-Up time must be included in the approved rental time and must be at least one (1) hour. Any additional time required beyond the time identified in the contract will be billed to the applicant at the rate of 1.5 times the applicable hourly rental rate.
2. **Hours** – Reservation hours on Friday and Saturday must end by 12 a.m. with clean up done by 1 a.m.; Sunday – Thursday hours must end by 11 p.m. with clean up done by 12 a.m.
3. **Cleaning Tasks** - Applicant is responsible for completing all cleaning tasks as needed. The Department will provide all customary cleaning supplies. Cleaning tasks are defined as, but not limited to:
 - A) Placing all trash in proper receptacles; additional trash bags are available as needed.
 - B) Floors must be swept, and countertops wiped clean.
 - C) Kitchen, if applicable, must be returned to pre-event condition.
 - D) All event decorations and personal property must be removed from the facility.
3. **Post-Event Inspection** - Applicant or Day of Event Contact (same person who completed the Pre-Event Inspection) is required to complete the Post-Event Inspection condition of the facility and equipment.
4. **Pre & Post Inspection Evaluations** - Applicant will incur any additional costs to reinstate to the pre-event inspection condition of the facility and related equipment for damages caused by applicant's event.

V. ADDITIONAL ITEMS

1. **Smoking/Vaping** - Smoking and vaping are prohibited and unlawful at any City facility; Riverside Municipal Code 9.08.140
2. **City Initiated Actions** - The City reserves the right at its sole discretion to cancel a reservation at any time for:
 - A) False or misleading information on Facility Reservation Application.
 - B) Failure to pay fees when due.
 - C) Failure to comply with any safety directive of a City representative.
 - D) Failure to abide by the Alcohol restrictions.
 - E) Failure of event participant(s) to abide by any safety or liability restrictions that may be violated before or during the event.
3. If a natural disaster, scheduling conflict, or other issues arise impacting the site or time requested of event, one of the following will occur: all refundable monies may be returned or credited, an alternative location may be provided, or the event may be rescheduled.
4. **Outdoor rentals** - Outdoor rentals may be credited or rescheduled due to inclement weather.
5. **Ongoing Rentals** - Ongoing/recurring rentals at any indoor facility must be reserved at least three (3) months at a time and pay one month in advance to guarantee dates. Subject to same Cancellation Policy.
6. **Discrimination** - For all events open to the public, the applicant agrees not to deny any participation to a qualified person on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.
7. All Riverside Municipal Codes are available on the City of Riverside website at www.riversideca.gov/library.