Riverside Public Library Community Room Application

Organization/Responsible Person's Name:

Location: Arlanza ☐ Arlington ☐ SSgt Salvador J. Lara Casa Blanca ☐ La Sierra ☐ Orange Terrace ☐

Event date (s)			
Event time (s)			
Estimated attendance			
Purpose of meeting (s)			
A $28.50 Non-refundable Fee is required if:	Craft Project? ☐	Refreshments Served? ☐	Will an Entry Fee be Charged? ☐

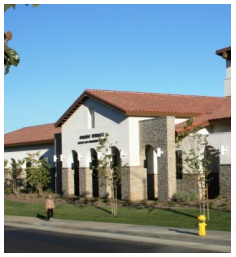
I CERTIFY THAT I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE RULES AND REGULATIONS OF THE LIBRARY, AND ANY SPECIAL REQUIREMENTS FOR THE USE OF THIS MEETING ROOM, AND THAT ANY FEES PAID WILL BE REFUNDED ONLY IF THE LIBRARY IS NOTIFIED OF OUR CANCELLATION AT LEAST 48 HOURS BEFORE THE SCHEDULED EVENT.

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD COMPLETELY HARMLESS THE CITY OF RIVERSIDE, ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES, EXPENSES, CLAIMS, CAUSES OF ACTION, JUDGEMENTS, FINES OR DEMANDS ARISING BY REASON OF INJURY OR DEATH OF ANY PERSON OR DAMAGE TO ANY PROPERTY, OF ANY NATURE WHATSOEVER ARISING OUT OF OR INCIDENT TO THEUSE OR OCCUPANCY OF ANY LIBRARY MEETING ROOM BY THE ORGANZIATION NAMED ABOVE ON THE DATES REQUESTED ABOVE OR ON ANY OTHER DATES APPROVED FOR THE LIBRARY MEETING ROOM USE BY SUCH ORGANIZATION IN THE FUTURE, UNLESS SUCH INJURY, DEATH OR DAMAGE IS CAUSED BY THE SOLE NEGLIGENCE OF THE RIVERSIDE PUBLIC LIBRARY.

I FURTHER ATTEST THAT I AM AUTHORIZED TO ACT OFFICIALLY ON BEHALF OF THE ORGANIZATION APPLYING FOR USE OF THE ROOM.

Signature			Name (print)
Address			City, State, Zip
Phone number(s)			E-mail
Library staff only			
Date received	Approved	Denied	Signature

RIVERSIDE PUBLIC LIBRARY



COMMUNITY ROOMS

CITY OF RIVERSIDE

RIVERSIDE PUBLIC LIBRARY

Room Details & Locations

Library Hours
Tuesday-Sunday | 10am-6pm
Hours may vary

Arlanza Library 8267 Philbin Ave Riverside, CA 92503 951.826.2217 **45 person capacity** **Screen and sound system** **Wheelchair accessible**	**Arlington Library** 9556 Magnolia Ave Riverside, CA 92503 951.826.2291 **110 person capacity** **Screen and sound system** **In-room kitchenette** **Wheelchair accessible**
SSgt Salvador J. Lara Casa Blanca Library 2985 Madison St Riverside, CA 92504 951.826.2120 **50 person capacity** **Screen and sound system** **Wheelchair accessible**	**La Sierra Library** 4600 La Sierra Ave Riverside, CA 92505 951.826.2461 **85 person capacity** **Grand piano** **Screen and sound system** **Wheelchair accessible**
Orange Terrace Library 20010 - B Orange Terrace Pkwy Riverside, CA 92508 951.826.2184 **45 person capacity** **Wheelchair accessible**	**Main Library** 3900 Mission Inn Ave., Riverside, CA 92501 *Separate application and fees apply for Main.* *For Main Library Room Reservation inquiries, contact 951.826.5201*

Room Reservations

- Contact the individual branch by phone to check availability. You can reserve a space up to 18 months in advance.
- Fill out the Community Room Application and submit, along with applicable fees, to the selected library location at least one week in advance of event.
- First time applicants must provide written information such as statement of purpose and/or sample publications to determine fee.
- For nonprofit status to be granted, first time applicants will be asked to submit a 501c3 nonprofit status document.
- Reservations are not transferable.
- Notify the library of cancellations at least 48 hours prior to event.

Community Room Fees

- Group 1 — No Charge for City, County and other governmental agencies; Professional Library Groups; Public Schools; 501c3 nonprofit organizations.
- Group 2 – $107.50 for others not in group 1, and for any organizations charging an entrance fee to their event.
- $28.50 cleaning fee — if refreshments are served and/or use of craft materials, preapproval required.
- $24.75 reservation fee, non-refundable - Group 2 only.

Room Rules

- Events must take place during regular library hours (Tuesday-Sunday, 10am-6pm) and finish at least 15 minutes prior to closing.
- Groups are responsible for their own set-up and clean up.
- Organizations using the meeting room agree to assume full liability and responsibility for injury or damage to persons, equipment or property.
- The name, address and telephone number of the Library may not be used as the official address of any group using the meeting room.
- The use of the meeting room shall not be publicized to imply Library endorsement of the group and its activities.
- No advertisements or solicitations will be allowed without approval of the Library Director. Petitions may be circulated within the meeting room but may not be circulated among library customers.

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