

# 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)                              |  |  |  |
| <b>A \$26.00 Non-refundable Fee is required if:</b> |  |  |  |

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 THE USE OR OCCUPANCY OF ANY LIBRARY MEETING ROOM BY THE ORGANIZATION 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           |           |
| <b>Library staff only</b> |          |                  |           |
| Date received             | Approved | Denied           | Signature |

## RIVERSIDE PUBLIC LIBRARY



## C OMMUNITY ROOMS



## Room Details & Locations

### Library Hours

**Tuesday-Sunday\* | 10am-6pm**

*Hours may vary*

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

## 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** – \$114.00 for others not in group 1, and for any organizations charging an entrance fee to their event.
- **\$30.00 cleaning fee** — if refreshments are served and/or use of craft materials, preapproval required.
- **\$26.00 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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