

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
Community Room and Covered Arcade	\$211	\$264	\$370		86 to 1,680	\$529	\$29.00
Community Room	\$111	\$137	\$190		Lecture seating 86 chairs maximum	\$529	\$29.00
Covered Arcade	\$169	\$211	\$296		560 - tables and chairs 1,200 - chairs only 1,680 - standing only with no tables and chairs	\$529	\$29.00
Multi-Purpose Room / Event Terrace (3rd Floor)	\$111	\$137	\$190		60 -148	\$529	\$29.00
Archive Reading Room (Off-Hours Only)	\$ 32	\$ 42	\$ 58		12	\$264	\$29.00
PA System				\$53			
Podium				\$53			
Projector and Screen				\$53			
TV				\$79			
After-Hours Staff Fee (per employee; 2 minimum)	\$ 42	\$ 42	\$ 42				
Alcohol Fee				\$165			

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** - \$42.00 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	\$111 * 5 hours = \$555	\$42 * 2 staff * 5 hours = \$420	\$165	\$238 maximum	\$529	\$29.00	\$1,936.00	\$1,407.00
Three (3) hour evening meeting in the Community Room by a Riverside based business	\$137 * 3 hours = \$411	\$42 * 2 staff * 3 hours = \$252	-	\$238 maximum	\$529	\$29.00	\$1,459.00	\$ 930.00
Two (2) hour Sunday church service by a Riverside based church in Covered Arcade	\$169 * 2 hours = \$338	\$42 * 2 staff * 2 hours = \$168	-	\$238 maximum	\$529	\$29.00	\$1,302.00	\$ 773.00
Five (5) hour Quinceañera for a family from San Bernardino; Food and alcohol at the event using Community Room with Arcade and Kitchen	\$370 * 5 hours = \$1,850	\$42 * 3 staff * 5 hours = \$630	\$165	\$238 maximum	\$529	\$29.00	\$3,441.00	\$2,912.00