

Riverside Public Library Community Room Application

Organization Name

Library ☐ Arlanza ☐ Arlington ☐ Casa Blanca ☐ Main ☐ La Sierra ☐ Orange Terrace

Event Date(s)			
Event Time(s)			
Est. Attendance			

Purpose of Meeting (s)

A \$20 Nonrefundable Fee is Required if:

Will an Entry Fee be Charged? _____ Refreshments Served? _____ Craft Project? _____

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	

Library Staff Only

Date Received	Approved	Denied	Signature
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Community Rooms at the Riverside Public Library



BRANCH ADDRESS, PHONE NUMBER & HOURS	COMMUNITY ROOM DETAILS
Arlanza 8267 Philbin Ave (951) 826-2217 Mon - Thurs 11:00 to 7:00 Fri & Sat 10:00 to 6:00	•45 person capacity •Built-in projector and sound system •Wheelchair accessible
Arlington 9556 Magnolia Avenue (951) 826-2291 Mon - Thurs 11:00 to 7:00 Fri & Sat 10:00 to 6:00	•110 person capacity •Built-in projector and sound system •In-room kitchenette •Wheelchair accessible
Casa Blanca 2985 Madison Street (951) 826-2120 Mon - Thurs 11:00 to 7:00 Fri & Sat 10:00 to 6:00	•50 person capacity •Built-in screen •Full Kitchen adjacent •Wheelchair accessible
Main 3581 Mission Inn Avenue (951) 826-5369 Mon - Wed 11:00 to 7:00 Thursday 11:00 to 9:00 Fri & Sat 10:00 to 6:00 Sunday 12:00 to 5:00	•90 person capacity •Built-in screen •Steinway Grand Piano •In-room full kitchen •Wheelchair accessible
La Sierra 4600 La Sierra Avenue (951) 826-2461 Mon - Thurs 11:00 to 7:00 Fri & Sat 10:00 to 6:00 Sunday 12:00 to 5:00	•85 person capacity •Full kitchen attached •Grand piano •Wheelchair accessible

BRANCH ADDRESS, PHONE NUMBER & HOURS	COMMUNITY ROOM DETAILS
Orange Terrace 20010 Orange Terrace Parkway (951) 826-2184 Mon - Thurs 11:00 to 7:00 Fri & Sat 10:00 to 6:00	•45 person capacity •Wheelchair accessible

RESERVATIONS

- Contact the individual branch by phone to check availability. You can book up to 3 months in advance.
- Fill out the Application to for the Community Room and submit, along with applicable fees, to the library.
- First time applicants must provide written information such as statement of purpose and/or sample publications to determine fee.
- Reservations are not transferrable.
- Notify the library of cancellations.

FEES

- **Group 1 —** No Charge for Library Sponsored Groups; Friends and Foundation; City, County and other governmental agencies; Professional Library Groups; Public Schools; 501c3 nonprofit organizations
- **Group 2 –** \$100 for others not in group 1, and for organizations charging an entrance fee to their event
- **\$20 cleaning fee** -(and preapproval) required if refreshments are served and/or use of craft materials.

MEETING ROOM RULES

- Events must take place during regular library hours 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.