



City of Riverside
Administrative Manual

Effective Date: 01/01/2015
Review Date: 01/01/2018
Prepared by: City Manager's Office

Approved: 
 Department
City Manager

SUBJECT:

GUIDELINES FOR USE OF THE GRIER PAVILION

PURPOSE:

The Grier Pavilion (the "Pavilion"), located on the patio adjacent to the Mayor's Ceremonial Room on the 7th floor of City Hall, celebrates diversity and inclusion in the City of Riverside.

The following Guidelines have been prepared to appropriately open this important venue for public use while providing for prudent administration and security.

USAGE POLICY:

- Permitted uses:
 - Mayor and City Council members for the purpose of addressing issues or celebrating matters of a municipal nature with community impact;
 - City government to carry out City business or celebrate City events;
 - Other levels of government when using the facility to address issues relating to local Riverside issues;
 - Non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.
- Non-permitted uses:
 - Private parties such as weddings, receptions, etc.
 - Political (e.g. partisan, non-partisan) events.
- Attendance should be capped at 200, which also reflects adjacent restroom capacity.

OPERATIONAL CONSIDERATIONS:

Hours of Availability

- 8:00 am to 9:00 pm Monday through Friday.
- Saturdays and Sundays on a case-by-case basis, subject to staff availability. Additional costs may be incurred.
- All City Observed Holidays – Facility is not available for reservation

Charges:

- Deposit:

A deposit of \$500 will be charged for use of the facility. The security deposit is refundable if an event is cancelled prior to the incurrence of City expenses.

- Additional User Costs:
 - Groups using the Pavilion are required to pay all costs associated with provision of security, City staff, facility management and audio-visual equipment.
 - Any audio-visual equipment needed beyond the basic set-up that is provided (one microphone, three TV screens, CD or DVD player, rotating LED lighting) will incur a rental fee.
 - Wireless microphone: \$50 each
 - Wired microphone: \$25 each
 - Audio Mixer under 16 Channels: \$75 each

Refund of Deposit: The \$500 deposit will be applied toward costs described above; any remaining balance will be refunded to the event organizer following inspection of the facility. If the remaining balance exceeds the \$500 deposit, payment is due the day of the event.

Food/Beverages:

- As the operator of the Raincross Café, and in recognition of the favorable pricing structure at that venue serving City employees and visitors to City Hall, Provider Food Service will serve as the “Preferred Provider” for catering service at the Grier Pavilion.
- As such, Provider Food Service shall have the opportunity to match services/prices offered by other vendors for public events held at the Grier Pavilion.
- The City will print an event catalog showing Provider’s catering offerings/prices for events at the Grier Pavilion.
- Beer and wine will be permitted on the Pavilion, with proper permits in place. Additional insurance may be required. Provider Food Service will serve as the “Preferred Provider” for bar service at the Grier Pavilion.

Related Provisions:

- Event furniture - Facility users will utilize only those chairs and tables provided (by the City) for use in the Mayor's Ceremonial Room and Grier Pavilion. This provision is also intended to preclude the risk of damage to passenger elevators which serve City Hall.
- Age/minors – Events involving attendance by minors require proper adult supervision.
- Liability/indemnity – Users other than City Departments will sign a waiver of liability which fully indemnifies the City against any claims associated with the organization's use of the facility.
- Insurance – Event Organizer may need to provide insurance with an additional endorsement.
- Publicity – promotional material regarding a non-City event in the facility should make it clear that the location is the Grier Pavilion, avoiding language which could mistakenly convey City sponsorship of the event.
- Loading, unloading and deliveries (including vehicle access) - access will be provided by the security guard. Event organizers will ensure that such activities do not unreasonably impede employee/public access to City Hall elevators/offices.
- Event organizers are responsible for ensuring that use of the Grier Pavilion remains, at all times, fully consistent with all statutory requirements, to include the Riverside Municipal Code.
- Event organizers are responsible for ensuring safe use of the Grier Pavilion. At no time will open flames or cooking be permitted.
- For security reasons, event organizers need to ensure that their participants stay within the Grier Pavilion, Mayor's Ceremonial Room and/or Seventh Floor Lobby areas and do not gain access to staff offices or the exterior perimeter walkways.
- No signage, banners, or posters will be permitted, except for minimal decoration of the Pavilion as approved by the City.
- Animals, other than Service Animals, are prohibited from the Grier Pavilion.
- Use of City-owned audiovisual equipment on the Grier Pavilion is available for approved events (some requiring a fee), with operation of such equipment limited exclusively to City staff.
- To enhance the safety of those attending after-hours events, Security staff may require that individuals sign a check-in and check-out log.
- Clean up: Facility users must ensure that the facility is left in the condition it was found, including removal of all refuse.

PROCEDURE FOR RESERVATIONS:

Responsibility	Action
1. Facility Users	<p>Facility users are to contact the Mayor's Office to reserve the Grier Pavilion and submit a reservation form at least four weeks in advance of the event.</p> <p>Pay all required costs associated with provision of security, staffing, and other costs associated with the event at time of reservation. The \$500 deposit will be applied toward costs described above; any remaining balance will be refunded to the event organizer following inspection of the facility.</p>

Responsibility	Action
	Facility users must ensure that the facility is left in the condition it was found, including removal of all refuse.
	Will provide Certificate of Insurance if deemed necessary.
2. Mayor, Mayor Pro Tem or Designee	Event requests which warrant additional review will be coordinated with the Mayor, Mayor Pro-Tem, or designee after review and recommendation from Museum Department's Arts and Cultural Affairs Division.
3. Mayor's Office	Will be responsible for receiving and coordinating all requests to reserve the Grier Pavilion for all permissible events, and upon approval, will coordinate scheduling in conjunction with the Mayor's Ceremonial Room. Upon approval, will refer organizers of approved events to the Museum Department's Arts and Cultural Affairs Division for further coordination with City Departments and instructions.
4. City Departments	City Departments sponsoring events at the Grier will submit reservation requests to the Museum Department's Arts and Cultural Affairs Division. Museum Department to coordinate availability (of the Grier) with the Mayor's Office. Sponsoring Departments will also ensure that appropriate staff members are present on the Grier Pavilion throughout the event and that the facility is returned to pre-event condition.
5. Museum Department and/or Provider Food Service	For non-City events: Will coordinate closely with designee in General Services Department in arranging for security, A/V support, etc. Will coordinate the collection and disbursement of all charges associated with use by entities other than City Departments. Will coordinate with City Staff (Events, General Services) regarding the opportunity to match services/prices offered by other vendors for public events held at the Grier Pavilion
6. City Staff (Event Staff, Department Staff Member, A/V Tech Staff, and/or Provider staff)	Shall be present at the event whether during work hours, after 5:00 pm on weekdays, and during times that City Hall is otherwise closed. Associated costs will be borne by the event organizer. When coordinating logistical support for non-City events at this venue, Provider Food Service staff will be authorized to function in the place of City staff to provide on-site event support when so designated by the Arts and Cultural Affairs Division of the Museum Department.

Responsibility

Action

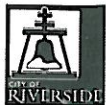
Shall assist with technical equipment, monitor event, and assist with any problems that may arise during event.

Shall ensure that the Grier Pavilion is left in original condition by the event organizer and that all technical equipment is put away safely.

7. Security Guards

At least one Security Guard must be present on the 7th floor and in the lobby during events after 5:00 pm on weekdays, and during times that City Hall is otherwise closed. Associated costs will be borne by the event organizer.

Distribution: Regular



City of Riverside Administrative Manual

Effective Date: 07/2009
Review Date: 07/2012
Prepared by: Development

Approved:

Sharon Hanson

Department

Rebecca J. DeLeon

City Manager

SUBJECT:

Guidelines for Use of the Fox Performing Arts Center

PURPOSE:

To establish a standard procedure for the use of the Fox Performing Arts Center that encourages performances and events and establishes a structured process for bookings at the Fox Performing Arts Center.

- The Fox Performing Arts Center will be a multi-use, multidisciplinary theater.
- The Fox Performing Arts Center will be part of a set of cultural facilities intended to promote artistic and organizational development of local cultural arts groups.
- The Fox Performing Arts Center will be a driver of Downtown economic growth and revitalization.
- The Fox Performing Arts Center will be operated and managed with a goal of significant cost recovery.

POLICY:

The Policy addresses booking and scheduling priorities, rental rates and insurance requirements. The Fox Performing Arts Rental Rates Schedule sets forth the rental rates as well as fixed and variable pricing for ancillary services and equipment rentals offered to performing artists, promoters, public groups and organizations for their use of the Fox Performing Arts Center. Application for use of the Fox Performing Arts center can be requested by contacting the Fox Performing Arts Center.

Mission Statement

The mission of the Fox Performing Arts Center is to serve and enhance the City of Riverside, its residents, artists, art enthusiasts and the Downtown by providing a first class regional facility offering a wide range of professional and community based performing arts.

Booking in Order of Priorities

- a. The Fox Performing Arts Center will serve as a regional commercial entertainment venue (touring shows, popular acts, subscription series, promoter events, speakers).
- b. If a resident theater company is established at the Fox Performing Arts Center, such as a Broadway-level touring company, it will have booking priority.
- c. The Fox Performing Arts Center will be a venue for local (Riverside) professional, educational and community non-profit performing arts organizations.
- d. The Fox Performing Arts Center will be a venue for regional professional, educational and community non-profit performing arts organizations.
- e. The Fox Performing Arts Center will be a venue available for mobile recording, commercial filming, videotaping, or live television broadcasts.
- f. The Fox Performing Arts Center will be a venue for community activities (corporate events and special events).

1. Rental Rates

- a. The Rental Rates Schedule for the Fox Performing Arts Center will be posted on the Fox Performing Arts Center web site.
- b. A booking deposit will be required to hold a date. The booking deposit will be in an amount of \$1,500 for single bookings (one performance per day) and a deposit of \$1,000 per day for multiple day bookings.
- c. The commercial rate at the Fox Performing Arts Center is \$3,000; the non-profit rate is \$1,500. Qualified local non-profit organizations pay 50% of the commercial "four-wall" rental rate, the industry definition of which is that the producer assumes responsibility for all of the expenses of a show and gets all of the revenue. The operator will establish a cafeteria approach to pricing crew and equipment so that a Presenter/Producer/Promoter can see the potential costs associated with a production.
- d. A damage deposit will be required for all bookings in an amount equal to the greater of 10% of the expected daily four-wall rental charges or up to \$300.00/per day.

Insurance

All organizations using the facility must provide a certificate of insurance for approval by the City's Risk Manager at least ten (10) days prior to the facility use date.

Other Conditions

- a. At least 18 days per year will be made available for qualified local/regional non-profit programming.
 - 1. An annual calendaring period and an equitable scheduling system will be developed in order to provide access to groups to schedule events.
- b. The Fox Performing Arts Center will maintain booking flexibility for the operator (e.g., the operator could cancel or move a non-profit date up to sixty (60) days before the performance).
- c. The City of Riverside will have use of the Fox Performing Arts Center at no charge for up to four (4) functions for each fiscal year, exclusive of stage productions, according to the terms of the Professional Consultant Services Agreement.

APPLICATION AND BOOKING PROCEDURE:

Some steps in the procedures outlined below may be modified or omitted based on the complexity of the performance and/or event.

Responsibility	Action
Presenter/Producer/Promoter	<ol style="list-style-type: none">1. Contacts the Fox Performing Arts Center Operator to discuss the nature and feasibility of the proposed performance, program and/or event.2. Obtains a Schedule of Rates for rental and associated costs via the Fox Performing Art Center's web site or from the Operator via fax or email. At the same time, obtains insurance requirements for cost quotes.3. Reviews line items detailed in Rate Schedule to ascertain financial feasibility of targeted event based on best estimate of cost (many costs are variable and are not determined until final settlement, e.g., stage labor based on time spent working).4. Contacts Operator, if the decision is to proceed, to review available calendar dates. If a mutually agreeable date(s) is decided upon, requests Operator to place a hold on said date(s) and provides Operator with a non-refundable deposit in the form of Cash, Check, Money Order, Cashier's Check or Visa/Master Card Charge within 48 hours. (Note: Credit Card transactions are subject to a 3% processing charge levied by the card company.)
Operator	<ol style="list-style-type: none">5. Places a 48-hour hold (Sundays excluded), once a mutually agreeable date(s) is decided.6. Requests presenter information once deposit is received. Information is provided for inclusion in contract to be issued to Present/Producer/Promoter for use of the theater within the Fox Performing Arts Center. Contract will also include a detail of insurance requirements, estimated costs and amount of balance due, which is payable 10 days prior to day and/or first day of event.7. Issues complete contract to Presenter/Producer/Promoter for signature and provides Presenter/Producer/Promoter with a fully executed copy.



City of Riverside Administrative Manual

Effective Date: 03/2014
Review Date: 03/2017
Prepared by: General Services

Approved: Kris Martinez
Department
Belinda J. Graham
City Manager

SUBJECT:

Guidelines for Use of the City Council Chambers

PURPOSE:

To provide guidelines for public use of the City Council Chambers.

USAGE POLICY:

Permitted uses:

- City government to carry out City business;
- City-sponsored events, projects or programs;
- Local partner government entities, such as County of Riverside or state agencies;
- Local educational institutions, such as Riverside Unified School District, Alvord Unified School District, Riverside universities and colleges.

Operational Considerations:

- Meetings/events must be open to the public.
- No food or drink is allowed in the facility (other than water).
- Maximum room capacity is 161.
- Hours of Availability:
 - 8:00am – 9:00pm, Monday through Friday
 - Saturdays, Sundays and Holidays on a case-by-case basis, and subject to staff availability.
- Use of audio-visual equipment (such as PA system with handheld microphone and three TV screens for viewing PowerPoint presentations) is available, with operation of such equipment limited exclusively to City staff.
- Facility User Costs:
 - Upon approval of the facility reservation, there is no fee to use the City Council Chambers. However, any costs associated with holding a public meeting would require reimbursement to the City. These costs may include security, audio-visual support, City staff and facility management. Facility user will be invoiced approximately two weeks after the meeting based on the following rates, depending on usage:

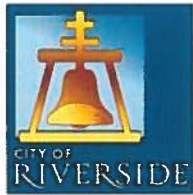
- A/V Technician Cost:
 - Regular Time (Mon-Fri, 8am – 5pm) \$36/hour
 - Overtime (Any time outside of Regular hours) \$54/hour
- Security Guard Cost:
 - Weekdays (after 6:00pm) \$26/hour
 - Weekends and Holidays (any time) \$26/hour
- Clean up: Facility users must ensure that the facility is left in the condition it was found, including removal of all trash.

PROCEDURE FOR RESERVATIONS:

Responsibility	Action
Facility Users	<ol style="list-style-type: none">1. Facility users should contact the General Services Department, Administration on the 2nd floor of City Hall or at (951)826-2389 and submit a reservation request form to reserve the City Council Chambers at least two weeks in advance of the event. Pay all required costs associated with the provision of security, staffing, and other costs associated with the event upon invoice approximately 2 weeks after the event. Facility users must ensure that the facility is left in the condition in which it was found, including removal of all trash.
General Services Department, Administration	<ol style="list-style-type: none">2. Shall review the reservation request form and notify facility user of approval or disapproval within three business days of receipt.

Attachment: City Council Chambers Reservation Request Form

Distribution: Regular



CITY COUNCIL CHAMBERS Reservation Request Form

City of Arts & Innovation

Organization Information

Host Organization Name: _____

Applicant: _____

Phone Number: () _____ Fax Number: () _____

E-Mail Address: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Event Information

Anticipated Attendance: _____

Type of Event: ☐ Training ☐ Meeting/Ceremony/Presentation ☐ Other _____

Event open to the public: ☐ Yes ☐ No

Event Date & Time (start/end): _____

After-hours security needed: ☐ Yes ☐ No

Event Set-Up: Start Time: _____ am/pm

Audio/Visual Needs: ☐ Wireless Microphone ☐ Power Point ☐ DVD

Event Description:

General Services Department

3900 Main Street, 2nd Floor Riverside, CA 92522 | Phone: (951) 826-2389 | Fax: (951) 826-2409 | RiversideCA.gov