



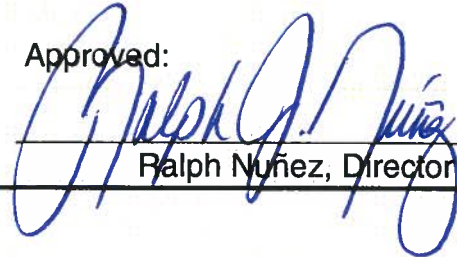
City of Arts & Innovation

**City of Riverside  
Parks, Recreation and Community Services  
Department  
Facility Rental Fee Exemption  
Policy and Procedures**

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*Effective Date:* April 1, 2012  
*Review Date:* April 1, 2013  
*Prepared by:* PRCSD - Administration

Approved:



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Ralph Nuñez, Director

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**SUBJECT:**

Facility Rental Fee Exemption Policy

**PURPOSE:**

The purpose of this policy is to establish guidelines, standards, and procedures for processing and evaluating requests for exemption of facility rental fees associated with the use of Parks, Recreation and Community Services facilities.

**POLICY:**

**A. Authority**

1. The City Council has authorized the Parks, Recreation and Community Services Director to review and approve facility rental fee exemption requests that meet the established criteria.
2. Fee exemptions will be approved or denied based on compliance with this Facility Rental Fee Exemption Policy.

**B. Eligibility**

1. Facility and equipment rental fee exemptions will be considered on a case-by-case basis and may be granted provided that **ALL** of the following criteria are met:
  - a. Event/Program for which the exemption is sought will provide an in-kind or other contribution of goods, services, or programs that will benefit the residents of the City of Riverside; **AND**
  - b. Event/Program for with exemption is sought is aligned with the mission of the

Parks, Recreation and Community Services Department; **AND**

- c. Event/Program for which exemption is requested must be open to the public at no cost to participants; **AND**
  - d. Event/Program for which exemption is requested is organized or co-sponsored by either a City Department or other governmental agency.
2. An exemption may also be granted for use of meeting facilities by committees or sub-committees acting under the authority or direction of the City Council; and for facilities for use by groups or individuals that have been approved by City Council action under the City Sponsorship Program.
3. Organizations which engage in propaganda, influencing legislation, elections or supporting campaigns for candidates for political office as a substantial part of their activities are ineligible for fee exemptions, as are organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual.

**PROCEDURE:**

Responsibility	Action
Applicant:	Completes and submits to Facility Reservation staff a Facility Rental Application Form <b>and</b> an Application for Exemption of Rental Fees.
Facility Reservation staff:	Accepts Facility Rental application and places a hold on the facility for the date and time requested. Forwards a copy of both the Facility Rental Application and Application for Exemption of Rental Fees to the Superintendent assigned to the facility.
Superintendent:	Reviews Facility Rental Application and Application for Exemption of Rental Fees to ensure that all information is accurate and complete. Indicates a recommendation for approval or denial of exemption and submits to Director for approval or denial.
Director:	Reviews Facility Rental Application and Application for Exemption of Rental Fees. Indicates approval or denial of request for exemption. Provides completed forms to Sr. Administrative Assistant.
Sr. Administrative Assistant:	Logs Facility Rental Fee Exemption in a spreadsheet to track all approved exemptions including the name of group or individual and the value of the exemption based on Council approved fee resolution. Returns Facility Rental Application

and Facility Rental Fee Exemption Form to the Superintendent.

**Superintendent:**

If the facility rental fee exemption is denied, informs applicant. If applicant does not desire to continue with facility reservation, lets facility reservation staff know to release any holds on the facility.

**Facility Reservation Staff:**

If the facility rental fee exemption is approved, informs applicant, completes facility reservation, and obtains all necessary documents from applicant (insurance, permits, licenses, etc.); applies the facility fee exemption as a discount and collects any remaining balance due for deposits, processing fee, staff costs, etc.

**Attachments:**

Attachment A – Facility Rental Application

Attachment B – Facility Rental Fee Exemption Request Form



## PROCEDURES MANUAL

Subject: REGULATIONS FOR THE USE OF  
MEETING ROOMS (AUDITORIUMS /  
COMMUNITY ROOMS)

Effective Date: November 2011

Review Date: November 2013

Prepared By: Library Director

Approval: Tonya Kennon  
Library Director

**POLICY:**

LIBRARY MEETING ROOMS (AUDITORIUMS / COMMUNITY ROOMS) WILL BE MADE AVAILABLE TO ORGANIZATIONS AS PROVIDED BELOW EXCEPT THAT LIBRARY SPONSORED EVENTS SHALL HAVE PRIORITY.

The Riverside Public Library supports this concept and endorses the American Library Association's Library Bill of Rights which states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

**CATEGORIES OF USE****Group I - 'No Room Fee Required'**

- 1) Library sponsored
- 2) City use
- 3) County use
- 4) Official co-sponsoring organizations (such as Friends of the Library or Library Foundation)
- 5) Professional library groups (such as ILS, State Library, InfoPeople, CLA)
- 6) Public schools (including Adult Education classes)
- 7) Community service groups
- 8) Special service groups (such as 4-H, scouts, girl's and/or boy's clubs)
- \*9) Civic functions
- 10) Other Governmental agencies

\*Programs presented by established, non-partisan organizations, which do not endorse individual candidates, parties, or platforms on the subject of election issues and political theories, including candidates' forums, are considered to be civic functions.

**Group II - 'Room Fee Required' (see fee schedule)**

- \*1) Private use (including religious services and political partisan organizations)
- 2) Commercial use



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\*Private music teacher recitals are considered private use; however, a recital sponsored by a local music association would be considered as a 'No Room Fee Required' event.

### **APPLICATION, SCHEDULING AND POSTING**

The Library reserves the right to preempt any event for a Library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group in reserving another date or library facility or meeting room.

Meeting room reservations shall be limited to twelve (12) events per year per group. Use beyond twelve (12) events per year per group shall require approval of the Library Director.

Requests for meeting room space will be made on forms provided by the Library through the Branch Manager or Administration at the Main Library.

An application must be filed at least two weeks, but no sooner than three months before an event's date. Organizations holding regular meetings must reconfirm monthly to keep three months ahead; special meetings require a separate form. The rooms will not be available for consecutive daily programs except for library sponsored events.

Applications for a meeting of fewer than six (6) persons will be accepted on a case-by-case basis. Smaller meeting rooms are sometimes available.

Reservations are not confirmed until application has been signed by the appropriate library administrator and returned to the organization representative.

The use of the rooms will be granted in the order of receipt of applications and is not transferrable.

The Library must be notified of any cancellation of a scheduled meeting as soon as possible in order that the room may be reassigned.

Groups/organizations which involve minors must have adults present in a ratio of 1 adult to 15 minors to assure proper supervision and safety.

The area adjacent to the meeting room should be monitored for noise.

The name, address and telephone number of the Library may not be used as the official address or headquarters of any group using the meeting room.

The use of the meeting room shall not be publicized in such a way as to imply Library sponsorship or 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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Generally, notice of a meeting will be posted near the meeting room in the Library 72 hours before the meeting.

First time applicants must provide written information about their organization such as statement of purpose on letterhead stationary, if available, sample publications, etc. in order to determine fee status.

### AVAILABILITY OF FACILITIES

The Library may require the person booking the room to deposit personal identification with Library staff in order to obtain meeting room access. Personal identification will be returned to the person booking the room upon checkout.

Please refer to chart. Library-sponsored activities and Friends of the Library and Library Foundation activities may be held outside regular library hours with the approval of the Library Director.

The following facilities are available for use:

FACILITY	ADDRESS	PHONE	WHEELCHAIR ACCESSIBLE	SEATING	FEE
Downtown (Riverside)	3581 Mission Inn Avenue	(951) 826-5213	Yes	193 standing 90 seated	\$100
La Sierra (Riverside)	4600 La Sierra Avenue	(951) 688-7740	Yes	144 general 85 banquet 66 dining	\$100
Casa Blanca (Riverside)	2985 Madison Street	(951) 826-2120	Yes	90 general assembly	\$100
Arlanza (Riverside)	8267 Philbin Avenue	(951) 689-0389	Yes	193 standing 90 seated	\$100
Arlington (Riverside)	9556 Magnolia Avenue	(951) 689-6612	Yes	110 general assembly	\$100
Orange Terrace (Riverside)	20010 Orange Terrace Pkwy	(951) 571-0281	Yes	90 general assembly	\$100
Piano tuning, optional extra tuning (by authorized tuner only)			\$70	Main	
Cleaning cost if refreshments are served or craft materials are used			\$20 not refundable	All facilities	



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**FEES AND CHARGES**

Fees are charged at the time of reservation. Reservations for 'No Room Fee Required' organizations will be taken over the phone provided an application is already on file. Meeting Room applications will be kept on file for one calendar year [January to January] after that time organizations must complete a new application. 'Room Fee Required' groups will need to submit an application and pay the required fee.

A cleaning cost of \$20 will be charged to all users if refreshments are served or craft materials are being used. Library sponsored activities, including Friends of the Library and the Library Foundation, are exempt from any fees or costs. Without prior approval, food and beverages will not be permitted. It is expected that the room will be left in substantially the same condition after use as before. The use of any kind of tape is prohibited on wall surfaces, wood surfaces and the carpet. If there are any cleaning costs, including adhesive from the use of tape, over normal janitorial care, the party will be billed. The cleaning cost and the fee if required must be paid at the time of booking the meeting. The \$20 cleaning charge is to be deposited into the branch Gift Fund "Program and Supplies" account. The \$100 fee, if required, is to be deposited into the Fines and Fees account.

Acceptable forms of payment include cash and credit cards. Pre-printed business checks with business name and address are also accepted from business customers. Business checks are to be made payable to Riverside Public Library.

**SET UP/CLEAN UP**

Groups are requested to arrange their meeting times so that they are ready to leave the library fifteen minutes before closing. The person booking the room is responsible for checking in and out with library staff to unlock and lock the room if applicable.

Each group using the meeting room is responsible for setting the room up in the manner they wish and for returning the room to a neutral position afterwards. (Neutral is defined as: chairs stacked and tables pushed against the walls.) The use of any kind of tape is prohibited on wall surfaces, wood surfaces and the carpet.

Groups must provide their own projection equipment and special equipment. Main Library does provide a DVD/VCR/Monitor locked unit that can be booked through the Teen Zone (See Procedure Manual II - C - 1). No sound equipment is provided. Built-in screens are available at all facilities.

**LIABILITY**

Organizations using the meeting room agree to assume full liability and responsibility for injury or damage to persons, equipment or property. No thumbtacks or tape may be used on the walls, concrete or paneling.



## PROCEDURES MANUAL

**CHARGING ADMISSION AND SALE OF MERCHANDISE**

'Room Fee Required' groups engaging in a commercial enterprise and paying a fee can limit access to the meeting room by charging an entry fee and materials or services may be sold.

'No Room Fee Required' groups may conduct such customary organizational activities as collecting dues or coffee money from their members and others attending. Fundraising activities by 'No Room Fee Required' groups are subject to the 'Room Fee Required' fee schedule.

Public schools offering Adult Education classes may charge a fee for taking the class subject to approval of the Library Director.

Admission fees, sale of merchandise and other revenue-producing activities are permitted by 'No Room Fee Required' groups without paying the applicable room fee if the monies or a portion thereof are to be donated to the Library, the Friends of the Library, or the Library Foundation, or if the items sold are materials needed for instruction in an adult education class, or are published informational materials (such as the publications of a 'No Room Fee Required' sponsoring organization like the League of Women Voters) and are related to the topic of the meeting. Any such sales must be approved in advance by the Library Director.

All book sales and similar sales shall be handled entirely by representatives of the authorized group or organization. The Library staff will not be responsible for shipping or storage of materials, or handling of monies regarding sale items.

**REVOCATION AND REFUSAL OF AUTHORIZATION FOR USE**

There may be items when the use of our facilities for meeting room purposes is in conflict with the more basic role of the library and/or activities of the meeting room users negatively impact normal library operations. In such rare instances of conflict, the privilege of using library facilities and meeting rooms may be revoked. The following criteria will be used to determine whether the use is detrimental to normal library operations:

- Whether the planned meeting is conducted in a noisy, disorderly or inflammatory manner.
- Whether the planned meeting is so confrontational in nature that it is likely to embroil other groups or the general public in the open conflict.
- Whether the planned size or location of the meeting threatens the personal safety of the public, library patrons or staff.
- Whether the conduct of individuals attending the meeting creates a disturbance for other library users.
- Whether meeting room users abide by the policies governing the meeting rooms.
- Whether the meeting impacts normal library operations.

Latest Version of Form A/193 REV 01/08 is available on the Intranet if you are a member of the Library Group.

Type in <http://intranet> and enter your username and password.

Click on the blue Library tab and then click on the blue Library Forms tab.



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## FACILITY RESERVATION/RENTAL POLICIES TO WHICH APPLICANT MUST ADHERE

Site(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date(s) of Reservation: \_\_\_\_\_

Name of Organization (City Department): \_\_\_\_\_ Permit Number: \_\_\_\_\_  
(If required)

1. Reservation requests must be submitted in writing at least four (4) weeks prior to, and no more than twelve (12) months before event date. Applicant(s) agree(s) to indemnify and hold harmless the City of Riverside, its agents, officers, employees, and volunteers from any and all claims for damage, liability, injury, loss of property, expense and costs allegedly incurred or connected with the requested rental.
2. Applicant will be held financially responsible for any damage to City facilities and equipment, or be charged additional fees if he or she is in breach of this agreement. Applicant is required to leave the facility in the same condition in which it was first occupied. This includes cleaning and removal of anything brought to the reservation site. All generated trash must be removed same day.
3. All insurance certificates will be reviewed by the City's Risk Manager.
  - A. Commercial General Liability Insurance
    - Vendor shall maintain commercial general liability with a limit of not less than \$1,000,000.00 each occurrence/\$2,000,000.00 in the annual aggregate.
  - B. Workers' Compensation and Employer's Liability Insurance
    - Vendor shall maintain workers' compensation insurance as required by the State of California and employer's liability insurance in the amount of \$1,000,000.00 per accident for bodily injury or disease.
  - C. General and Auto Liability Insurance
    - The insurance needs to have an Endorsement that modifies the policy by naming the City of Riverside as additionally insured.
4. The applicant agrees that if this activity is open to the general public that he or she will not exclude any qualified person from participating in, deny anyone the benefits of, or otherwise subject anyone to discrimination on basis of race, color, national origin, age or disability.

**Agreement:** I, \_\_\_\_\_, have read and understood this City Policy Form including the summary of City ordinances and City/Department Policies and have signed all pages to this City Policy Form. I understand that approval is not granted until the signed copy is returned to the applicant and the City reserves the right to refuse or cancel any approved reservation with a 24 hour notice to applicant. I will be responsible for the reservation and if my guests or I **breach** this agreement or any City ordinances and City/Department Policies then I will forfeit the deposit and/or incur additional fees which will be imposed by the City. My signature indicates that the information I have provided is true. If any of the information in this City Policy Form is found to be untrue, the City of Riverside has the right to cancel this reservation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alternate Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date