



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: APRIL 12, 2021**

FROM: RIVERSIDE PUBLIC LIBRARY **WARDS: ALL**

SUBJECT: MAIN LIBRARY FACILITIES RENTAL RESERVATION APPLICATION, RULES AND REGULATIONS, AND FEES

ISSUE:

Approve the Main Library Facility Reservation Application, Rules and Regulations, and fees and recommend City Council consideration for addition to Chapter 3.30 of the Riverside Municipal Code Fee and Service Charge.

RECOMMENDATION:

That the Board of Library Trustees:

1. Approve the Main Library Facility Reservation Application, Rules and Regulations, and fees; and
2. Recommend City Council consideration for addition to Chapter 3.30 of the Riverside Municipal Code Fee and Service Charge. Fees will become effective in 60 days upon City Council approval.

BACKGROUND:

The Library currently has fees for community room rentals at other library locations as described below and in Chapter 3.30 of the Riverside Municipal Code. The fees do not capture the new spaces at the Main Library that will be available for rent once the Main Library is completed and open to the public.

Chapter 3.30 of the Riverside Municipal Code		
5101	LIBRARY ROOM RENTAL	
	Reservation (non-refundable)	\$20.00
	Cleaning Fee - Required if refreshments are served and/or use of craft materials	\$20.00
	Group 1 - Qualified Non-Profits, governmental agencies, public schools, Friends and Foundation, and RPL sponsored groups)	No charge
	Group 2 - agencies not identified in Group 1 and organizations charging an entrance fee to the event	\$100.00

DISCUSSION:

The Library Department is seeking approval to add the Facility Reservation Application, Rules and Regulations, and fees for the Main Library Community Room, 3rd floor Terrace/Quiet Reading Room, Covered Arcade, and Archive.

Itemized proposed fees include:

Main Library Room Rental	
Reservation processing fee (non-refundable)	\$25.00
PA System	\$50.00
Podium	\$50.00
Projector and Screen	\$50.00
TV/DVD	\$75.00
After hours Staff Fee (per employee, minimum 2) Rate is \$40 per hour per employee	\$40.00
Alcohol Service (ABC License required)	\$125.00

Main Library Community Room Covered Arcade	
Deposit	\$500.00
Group 1 Non-Profit Organization in City limits and Riverside Public Schools	\$200.00
Group 2 City of Riverside Residents, for profit organizations in City and nonprofit outside of City limits	\$250.00
Group 3 Non-Resident and for-profit organizations located outside City limits	\$350.00

Main Community Room	
Deposit	\$500.00
Group 1 Non-Profit Organization in City limits and Riverside Public Schools	\$105.00
Group 2 City of Riverside Residents, for profit organizations in City and nonprofit outside of City limits	\$130.00
Group 3 Non-Resident and for-profit organizations located outside City limits	\$180.00

Main Covered Arcade	
Deposit	\$500.00
Group 1 Non-Profit Organization in City limits and Riverside Public Schools	\$160.00
Group 2 City of Riverside Residents, for profit organizations in City and nonprofit outside of City limits	\$200.00
Group 3 Non-Resident and for-profit organizations located outside City limits	\$280.00

Main Library Multipurpose Room/Event Terrace	
Deposit	\$500.00
Group 1 Non-Profit Organization in City limits and Riverside Public Schools	\$105.00
Group 2 City of Riverside Residents, for profit organizations in City and nonprofit outside of City limits	\$130.00
Group 3 Non-Resident and for-profit organizations located outside City limits	\$180.00

Main Library Archive Reading Room Off hour events only	
Deposit	\$250.00
Group 1 Non-Profit Organization in City limits and Riverside Public Schools	\$30.00
Group 2 City of Riverside Residents, for profit organizations in City and nonprofit outside of City limits	\$40.00
Group 3 Non-Resident and for-profit organizations located outside City limits	\$55.00

The Library Department reviewed the Parks, Recreation and Community Services Facility Rental Application, Rules and Regulations, and fees and determined the fees are reasonable for the capacity for each space for the Main Library. A comparison of the square footage for the Orange Terrace Community Rooms and the Main Library Rooms are listed below. The fees for consideration are the same as those used by Parks, Recreation and Community Services for spaces at the Orange Terrace Community Center.

Library Rooms	Capacity	Orange Terrace Community Rooms	Capacity
Community Room	216	Grand Ballroom	320
Arcade	560-1,680	Half Grand Ballroom	120
Quiet Reading Room, 3 rd floor	168*	Meeting Room	8
3 rd Floor Terrace	148	Archive	22

*Considered an assembly space and its Occupant Load (square feet per person) is seven. The room is 1,174 SF. Therefore, 1,174sq.ft./7sq.ft. per person ratio results in a total room occupancy of 168. Calculations were completed with the assumption no furniture was in the room since the space is flexible.

The arcade space on the ground floor plaza can have an arrangement of chairs, not fixed, for a maximum capacity of 1,200. Standing space only, with no furniture, is a maximum capacity of 1,680. If tables and chairs are being used and not fixed, then the maximum capacity is 560.

Additional fees described in the Facility Rental Application include the costs to the applicant for the following associated fees:

1. Required security fees are paid directly to security vendor. Applicant is required to provide a security contract and paid invoice to RPL prior to rental date.
2. Alcohol Service is a fee of \$125 payable to the City of Riverside. An ABC license will be required if alcohol is sold or if admission is charged at the event.
3. Insurance is the responsibility of the Applicant and the Applicant is responsible for all costs associated with obtaining additional insurance documentation naming the City of Riverside as "Additionally Insured."
4. Staffing fee of \$40 per hour per employee. Staffing requirements are determined by the Riverside Public Library Director. All events will require a minimum of two staff onsite.
5. Catering Fee is no charge but outside caterers must be licensed and insured.

Library staff is not responsible for setup or cleanup of events.

FISCAL IMPACT:

The fiscal impact, upon approval by the City Council, is a potential for increased revenue to the General Fund which at this point is unknown.

Prepared by: Erin Christmas, Library Director

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer

Approved by: Moises Lopez, Deputy City Manager

Attachments:

1. Facility Reservation Application and Rules and Regulations
2. Fees
3. Presentation