

- Group 1 Non Profit** Non-profit organization located within the City limits and Riverside Public
- Group 2 Resident** City Residents, For profit organizations located inside the City and Non-profit organizations located outside City limits
- Group 3 Non Resident** Non-residents and For profit organizations located outside City limits

**Hours - Reservations on Friday and Saturday must end by 12 a.m. with clean up done by 1 a.m.,
Sunday -Thursday must end by 11 p.m. with clean up done by 12 a.m.**

Main Library

	Hourly Rate G1	Hourly Rate G2	Hourly Rate G3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Community Room and Covered Arcade	\$ 200.00	\$ 250.00	\$ 350.00		560 - 1,680	\$ 500.00	\$ 25.00
Community Room	\$ 105.00	\$ 130.00	\$ 180.00		215	\$ 500.00	\$ 25.00
Covered Arcade	\$ 160.00	\$ 200.00	\$ 280.00		(560 tables/chair s only, 1,200 chairs only or 1,680 standing only with no furniture occupancy)	\$ 500.00	\$ 25.00
3rd floor Quiet Reading Room/Event Terrace	\$ 105.00	\$ 130.00	\$ 180.00		148	\$ 500.00	\$ 25.00

Archive Reading Room Off hour events	\$ 30.00	\$ 40.00	\$ 55.00		22	\$ 250.00	\$ 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)	\$ 40.00	\$ 40.00	\$ 40.00				

Additional fees

as required:

Security Guard Fees- Applicant is responsible for all fees associated with required security (all fees are paid directly to security vendor). Applicant is required to provide a security contract 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- \$40/hr/employee. Staffing requirements are determined by the RPL Director. All events will require a minimum of two staff onsite.

Catering Fee- No charge but outside caterers must be licensed and insured

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

Example	Room Cost	Staff Fee	Alcohol Fee	
5 hour fundraiser for a non-profit. Using the MPR and Terrace. Alcohol and catering provided.	$105 * 5 = 525$	$40 * 2 * 5 = 400$	\$	125.00
3 hour evening meeting in the community room by a Riverside based business.	$130 * 3 = 390$	$40 * 2 * 3 = 240$	\$	-
2 hour Sunday church service by a Riverside based church in Arcade Area	$160 * 2 = 320$	$40 * 2 * 2 = 160$	\$	-
5 hour Quenceniera. Family from San Bernardino. Food and alcohol. Community Room, Kitchen and Arcade.	$350 * 5 = 1750$	$40 * 3 * 5 = 600$	\$	125.00

Other Costs	Refundable Deposit	Application Fee	Maximum Total Cost of facility
Up to 225 in other costs	\$ 500.00	\$ 25.00	\$ 1,675.00
Up to 225 in other costs	\$ 500.00	\$ 25.00	\$ 1,380.00
Up to 225 in other costs	\$ 500.00	\$ 25.00	\$ 1,230.00
Up to 225 in other costs	\$ 500.00	\$ 25.00	\$ 3,225.00

Total Spent after Deposit Refunded

\$ 1,175.00

\$ 880.00

\$ 730.00

\$ 2,725.00