

# **FACILITY RENTAL APPLICATION, RULES AND REGULATIONS, AND FEES**

**Library Department**

Board of Library Trustees  
April 12, 2021

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## **BACKGROUND**

1. Community room rentals at other library locations  
Chapter 3.30 of the Riverside Municipal Code (RMC)
2. Fees do not capture new spaces at Main Library



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## DISCUSSION

1. Add Facility Reservation Application, Rules and Regulations, and fees to RMC
2. Specifically, Main Library Community Room, 3rd floor Terrace/Quiet Reading Room, Covered Arcade, and Archive



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## PROPOSED FEES

Amenity	Hourly Rate G1	Hourly Rate G2	Hourly Rate G3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Room and Covered	\$ 200	\$ 250	\$ 350		560 - 1,680	\$ 500	\$ 25
Room	\$ 105	\$ 130	\$ 180		215	\$ 500	\$ 25
Covered Arcade	\$ 160	\$ 200	\$ 280		560/1,200*/1,680**	\$ 500	\$ 25
Reading Room/Event	\$ 105	\$ 130	\$ 180		148	\$ 500	\$ 25
Reading Room Off hour events	\$ 30	\$ 40	\$ 55		22	\$ 250	\$ 25

Staff Fee (per employee, minimum 2) \$40 all groups

\*chairs only \*\*standing only with no furniture

Amenity	Flat Rate
PA System	\$ 50
Podium	\$ 50
Screen	\$ 50
TV/DVD	\$ 75



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## CAPACITY COMPARISON

A comparison of the Orange Terrace Community Rooms and the Main Library Rooms capacity:

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 <sup>rd</sup> floor	168*	Meeting Room	8
3 <sup>rd</sup> Floor Terrace	148	Archive	22



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## ADDITIONAL FEES

1. Security fees are paid directly to security vendor by Applicant.
2. Alcohol Service is \$125 payable to the City of Riverside.
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.
5. Catering Fee is no charge.



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## COMMUNITY ROOM

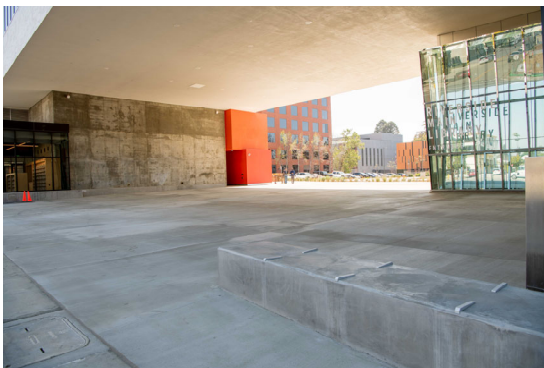


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## COVERED ARCADE



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## COMMUNITY ROOM AND COVERED ARCADE



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## QUIET READING ROOM, 3<sup>RD</sup> FLOOR



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## TERRACE, 3<sup>RD</sup> FLOOR



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## QUIET READING ROOM & TERRACE 3<sup>RD</sup> FLOOR



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## ARCHIVE



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## RECOMMENDATIONS

That the Board of Library Trustees:

1. Approve the Main Library Facility Reservation Application and 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.



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