

RIVERSIDE PUBLIC LIBRARY – NEW MAIN LIBRARY FEES

- Group 1 Non Profit** Non-profit organization located within the City limits and Riverside Public Schools
- Group 2 Residents** City residents, for-profit organizations located within the City limits, and non-profit organizations located outside of City limits
- Group 3 Non-Residents** Non-residents and for-profit organizations located outside City limits

Hours – Reservations on Fridays and Saturdays must end by 12:00 a.m. with clean-up completed by 1:00 a.m.

Reservations on Sundays to Thursdays must end by 11:00 p.m. with clean-up completed by 12:00 a.m.

	Hourly Rate Group 1	Hourly Rate Group 2	Hourly Rate Group 3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Community Room and Covered Arcade	\$200	\$250	\$350		560 to 1,680	\$500	\$25
Community Room	\$105	\$130	\$180		215	\$500	\$25
Covered Arcade	\$160	\$200	\$280		560 - tables and chairs 1,200 - chairs only 1,680 - standing only with no tables and chairs	\$500	\$25
Quiet Reading Room / Event Terrace (3rd Floor)	\$105	\$130	\$180		148	\$500	\$25
Archive Reading Room (Off-Hours Only)	\$ 30	\$ 40	\$ 55		22	\$250	\$25
PA System				\$50			\$25
Podium				\$50			\$25
Projector and Screen				\$50			
TV / DVD				\$75			
After-Hours Staff Fee (per employee; 2 minimum)	\$ 40	\$ 40	\$ 40				

Additional fees as required:

- **Security Guard Fees** – Applicant is responsible for all fees associated with required security (all fees are paid directly to the security vendor). Applicant is also 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** - \$40.00 per hour per employee for staffing requirements as determined by the Director of Riverside Public Libraries. All events will require a minimum of two (2) staff onsite.
- **Catering Fee** – No charge; however, outside caterers must be licensed and insured.
- **Library staff is not responsible for set-up and clean-up of events.**

Sample Reservations:

Scenario	Room Cost	Staff Fee	Alcohol Fee	Other Costs	Refundable Deposit	Application Fee	Maximum Cost for Facility	Total Cost after Deposit Refund
Five (5) hour fundraiser for a non-profit organization at the Multi-Purpose Room and Terrace; Alcohol and catering provided	\$105 * 5 hours = \$525	\$40 * 2 staff * 5 hours = \$400	\$125	\$225 maximum	\$500	\$25	\$1,800	\$1,300
Three (3) hour evening meeting in the Community Room by a Riverside based business	\$130 * 3 hours = \$390	\$40 * 2 staff * 3 hours = \$240	-	\$225 maximum	\$500	\$25	\$1,380	\$ 880
Two (2) hour Sunday church service by a Riverside based church in Covered Arcade	\$160 * 2 hours = \$320	\$40 * 2 staff * 2 hours = \$160	-	\$225 maximum	\$500	\$25	\$1,230	\$ 730
Five (5) hour Quinceañera for a family from San Bernardino; Food and alcohol at the event using Community Room with Arcade and Kitchen	\$350 * 5 hours = \$1,750	\$40 * 3 staff * 5 hours = \$600	\$125	\$225 maximum	\$500	\$25	\$3,225	\$2,725