

## **CITY OF RIVERSIDE COMMUNITY CENTER – RENTAL POLICIES AND FEE INFORMATION**

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The Riverside Community Center is designed to serve the residents of the City of Riverside and other non-residents as time allows, by providing public areas for use for private parties, meetings or other events, as well as activities open to the general public.

### **I. Facilities Available for Rental**

- a. Meeting Rooms – Two rooms each with a capacity of 35 people. The rooms may be reserved either singly or in combination, with a separate rental fee per room.
- b. Multipurpose Area/Gymnasium – With stage, can utilize bleachers for athletic seating or tables and chairs for banquet or meeting seating. Capacity is 350 people.
- c. Kitchen – Available for heating and serving meals only. Cooking or commercial meal preparation is not allowed.

### **II. Requesting and Reserving Use of Facilities**

- a. **The City reserves the right to deny any rental**, including denying use based upon past performance of Renter(s) and/or rentals for similar purposes.
- b. Reservations for the use of the facilities shall be made with the Community Center.
- c. Reservations will be made for City residents and non-residents on a first come, first serve basis with the understanding that City use has the first priority.
- d. Telephone inquiries are not binding and do not constitute a reservation.
- e. A reservation will be considered firm only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- f. All fees must be paid in full and all other required documents must be submitted no later than twenty-one (21) days prior to the scheduled use date.
- g. Depending on the time and type of event, an additional staff fee or public safety fee may be charged. See Appendix A for rates.
- h. Advanced reservations for a specified date will be accepted beginning six (6) months in advance.

### III. General Facility Reservation Guidelines

- a. Use of the Center shall be subject to availability and/or non-interference with City functions. All City functions and/or uses shall take precedence.
- b. No one under twenty-one (21) years of age may rent any portion of the Community Center. **There will be no exceptions to this policy.**
- c. Facilities are not available for use on the following days: Christmas Eve, Christmas Day, Thanksgiving, New Years Day, Easter Sunday, Memorial Day and Labor Day.
- d. Facilities are available for reservations in four (4) hour blocks. See Appendix A for rental schedule.
- e. The rental ending time means the facility must be empty of all guests and event staff. The Renter(s) shall ensure that the Community Center is cleaned in its entirety and left in the same state as when first entered. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).
- f. **No keys are given out.** A City employee and/or Public Safety Officer will unlock and lock doors and turn lights on and off.
- g. The City of Riverside facilities are **Smoke-Free** and **No Smoking** is permitted in the Community Center.
- h. No gum is allowed in the Community Center.
- i. The Renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The Renter(s) must be personally present at the facility at all times during the use of the facility.
- j. Rental of facilities shall not include set-up or takedown of tables and chairs or emptying of trash by City staff. The Renter(s) is solely responsible for these activities.
- k. No dance wax or substitutes are to be used on the floor.
- l. Only birdseed may be used outside the building.
- m. No confetti or glitter allowed.
- n. All established fees have been reviewed and approved by the Board of Aldermen.

### IV. Alcohol

In no instance shall the consumption of alcoholic beverages be permitted on the premises.

## **V. Categories of Use**

The Riverside Community Center has three categories of use by which rates are determined: Resident, Non-Resident and Commercial. The resident and non-resident categories encompass private individuals using the Center for a purpose not related to a business. All businesses or individuals utilizing the Community Center for a business-related purpose will fall under the Commercial category. Fees are provided in Appendix A.

## **VI. Public Safety**

- a. The Renter(s) is responsible for the conduct of all persons present during the use of the facility, and must be personally present at all times during such use.
- b. Public Safety Officer(s) are required in the following situations:
  - Attendance less than 50 – no officer required
  - Attendance of 50-150 - one officer required
  - Attendance of 151-250 – two officers required
  - Attendance of 251 or more – three officers required
- c. Community Center staff will work with the Renter(s) to schedule Public Safety Officer(s) for the reservation date. The reservation is not confirmed until Public Safety Officer(s) have been scheduled.
- d. Hourly fees for public safety officers are provided in Appendix A.

## **VII. Community Center Staff Fees**

Rentals that occur when regularly scheduled activities are not occurring at the Community Center (typically nights and weekends) will be required to pay an additional fee. The hourly fees for staff are provided in Appendix A.

## **VIII. Payment of Fees and Deposits**

- a. A reservation will be considered firm only when a Facility Use Agreement has been received and accepted by Community Center staff, and the deposit has been turned in at City Hall.
- b. All fees must be paid in full and all other required documents must be submitted no later than twenty-one (21) days prior to the scheduled use date.
- c. For each Facility Use Agreement, the Renter(s) will be required to submit a refundable security deposit made payable to the City of Riverside at City Hall prior to a firm reservation date being placed on the calendar. The fee will be deposited in the City's bank account and refunded with a City check after the function has concluded (provided the condition of the Community Center is in the same order it was before the event).

## **IX. Facility Use Agreement Procedure**

Facility Use Agreement applications can be obtained at the City of Riverside Community Center. If the date of the event is available, a Facility Use Agreement will be executed upon receipt of the facility deposit. No Facility Use Agreement will be considered final until the agreement has been received and accepted by Community Center staff, and the deposit has been submitted to City Hall.

## **X. Cancellation Policy**

Individuals or groups requesting cancellation of reservations in any part of the Community Center space must do so at least thirty (30) days prior to the scheduled use date. Notice of cancellation shall be made in writing to the City Clerk's office by the Renter(s). If the cancellation request is received less than thirty (30) days prior to the scheduled use date, or if the Renter(s) fails to use the facility on the scheduled use date, the Renter(s) shall forfeit a portion of the required security deposit in an amount equal to the rental fee for the scheduled use of the facility.

Exceptions to this policy may be made on a case-by-case basis in the event of very severe weather or unusual emergency.

## **XI. Cleaning the Facility**

- a. General cleanup is the renter(s) responsibility. All decorations, food, gifts and rental equipment must be removed from the facility at the end of the event.
- b. The facility must be left in the same condition as they were prior to the event. A cleaning list will be provided to the renter(s) to guide the cleaning process.
- c. Renters shall provide all cleaning supplies and trash bags.
- d. A walk through inspection will be conducted by a City employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the Renter(s).

## Appendix A

### Facility Schedule, Deposits and Fees

#### Schedule

	Meeting Room	Multipurpose Area / Gym	Kitchen <sup>1</sup>
Monday – Friday	8 a.m. to 10 p.m.	8 a.m. to 10 p.m.	8 a.m. to 10 p.m.
Saturday	8 a.m. to 1 a.m.	8 a.m. to 1 a.m.	8 a.m. to 1 a.m.
Sunday	10 to 5 p.m.	10 to 5 p.m.	10 to 5 p.m.

#### Deposits

	Meeting Room (Per Room)	Multipurpose Area / Gym	Kitchen <sup>1</sup>
Resident	\$50	\$400	None
Non-Resident	\$250	\$1,000	\$300
Commercial	\$250	\$1,000	\$300

#### Rental Rates – Per Four (4) hour block of time

	Meeting Room (Per Room)	Multipurpose Area / Gym	Kitchen <sup>1</sup>
Resident	\$30	\$200	\$25
Non-Resident	\$45	\$500	\$45
Commercial	\$65	\$650	\$45

#### Other Fees<sup>2</sup>

Type	Rate
Staff	\$25/hour
Public Safety	\$50/hour per officer

<sup>1</sup> The kitchen may only be reserved in conjunction with the meeting rooms or multipurpose area.

<sup>2</sup> Community Center staff will determine the applicability of these fees when the facility agreement is turned in. Fees are due twenty-one (21) days before the event.