


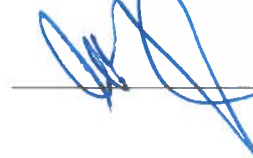


City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): City Manager's Office/General Services

Approved:


 Department

 Al Zelinka
 City Manager
 City Manager

SUBJECT:

GUIDELINES FOR USE OF THE GRIER PAVILION

PURPOSE:

The Grier Pavilion (the "Pavilion"), located on the exterior patio adjacent to the Mayor's Ceremonial Room on the 7th floor of City Hall, celebrates diversity and inclusion in the City of Riverside.

The following Guidelines have been prepared to appropriately open this important venue for public use while providing for prudent administration and security.

USAGE POLICY:

- Permitted uses:
 - Mayor and City Council members for addressing issues or celebrating matters of a municipal nature with community impact;
 - City government to carry out City business or celebrate City events;
 - Other levels of government to address issues relating to local Riverside issues;
 - Non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.

- Non-permitted uses:
 - Private parties such as weddings, receptions, etc.
 - Political (e.g. partisan, non-partisan) events.

- Capacity is no more than 250 guests, with a seating capacity of 180.

OPERATIONAL CONSIDERATIONS:

Hours of Availability

- 8:00 am to 10:00 pm Monday through Friday.
- Saturdays and Sundays on a case-by-case basis, subject to staff availability. Additional costs may be incurred (see Additional User Costs below).
- All City Observed Holidays – Pavilion is not available for reservation.

Charges:

- Deposit:

A deposit of \$500 will be charged for use of the Pavilion. The security deposit is refundable if an event is cancelled prior to expenditure of City resources.

- Additional User Costs:
 - Groups using the Pavilion are required to pay all costs for security, City staff, facility management and audio-visual equipment.
 - Any audio-visual equipment needed beyond the basic set-up that is provided (one microphone, three TV screens, CD or DVD player, rotating LED lighting) will incur a rental fee:
 - Wireless microphone: \$50 each
 - Wired microphone: \$25 each
 - Audio Mixer under 16 Channels: \$75 each

Refund of Deposit: The \$500 deposit will be applied toward costs described above; any remaining balance will be refunded to the event organizer following inspection of the facility. If the remaining balance exceeds the \$500 deposit, payment is due the day of the event.

Food/Beverages:

- The City retains a panel of pre-authorized caterers to provide food and beverage services.
- Beer and wine will be permitted on the Pavilion, with proper permits in place. Additional insurance may be required.

Related Provisions:

- Event furniture - Pavilion users will use only those chairs and tables provided (by the City) for use in the Mayor’s Ceremonial Room and the Pavilion. This provision is also intended to preclude the risk of damage to passenger elevators which serve City Hall.
- Age/minors – Events involving attendance by minors require proper adult supervision.
- Liability/indemnity – Users other than City Departments will sign a waiver of liability which fully indemnifies the City against any claims associated with the organization’s use of the Pavilion.
- Insurance – Event Organizer may need to provide insurance with an additional endorsement.
- Publicity – promotional material regarding a non-City event in the Pavilion should make it clear that the location is the Grier Pavilion, avoiding language which could mistakenly convey City sponsorship of the event.
- Loading, unloading and deliveries (including vehicle access) - access will be provided by the security guard. Event organizers will ensure that such activities do not unreasonably impede employee/public access to City Hall elevators/offices.
- Event organizers are responsible for ensuring that use of the Grier Pavilion remains at all times, fully consistent with all statutory requirements, including the Riverside Municipal Code.
- Safe use of the Grier Pavilion is the responsibility of event organizers. Open flames and on-site cooking are not permitted.
- For security reasons, event organizers must ensure that event participants stay within the Grier Pavilion, Mayor’s Ceremonial Room and/or Seventh Floor Lobby areas. Access to staff offices or the exterior perimeter walkways is prohibited.
- No signage, banners, or posters will be permitted, except for minimal decoration of the Pavilion as approved by the City.
- Animals, other than Service Animals, are prohibited from the Pavilion.
- Use of City-owned audiovisual equipment on the Pavilion is available for approved events (some requiring a fee). Operation of City-owned audiovisual equipment is exclusively limited to City staff.
- To enhance the safety of those attending after-hours events, Security staff may require that individuals sign a check-in and check-out log.
- Clean up: Facility users must ensure the facility is left in the condition it was found, including removal of all trash and debris.

PROCEDURE FOR RESERVATIONS:

Responsibility	Action
1. Facility Users	<p>Contact the Community & Economic Development Department, Arts & Cultural Affairs to reserve the Grier Pavilion and submit a reservation form at least four weeks in advance of the event.</p> <p>Pay all required costs associated with provision of security, staffing, and other costs associated with the event at time of reservation. The \$500 deposit will be applied toward costs described above; any remaining balance will be refunded to the event organizer following inspection of the facility.</p>

Responsibility	Action
	<p>Facility users must ensure that the facility is left in the condition it was found, including removal of all refuse.</p> <p>Will provide Certificate of Insurance if deemed necessary.</p>
<p>2. Community & Economic Development, Arts & Cultural Affairs</p>	<p>Event requests which warrant additional review will be coordinated with the Mayor, Mayor Pro-Tem, or designee after review and recommendation from Community & Economic Development Arts and Cultural Affairs Division.</p>
<p>3. Community & Economic Development, Arts & Cultural Affairs</p>	<p>Will be responsible for receiving and coordinating all requests to reserve the Grier Pavilion for all permissible events, and upon approval, will coordinate scheduling in conjunction with the Mayor's Ceremonial Room.</p>
<p>4. City Departments</p>	<p>City Departments sponsoring events at the Grier will submit reservation requests to the Community & Economic Development Department's Arts and Cultural Affairs Division. Sponsoring Departments will also ensure that appropriate staff members are present on the Grier Pavilion throughout the event and that the facility is returned to pre-event condition.</p>
<p>5. Community & Economic Development, Arts & Cultural Affairs Division</p>	<p>For non-City events: Will coordinate closely with designee in General Services Department in arranging for security, and the City Manager's Office of Communications for A/V support, etc.</p> <p>Will coordinate the collection and disbursement of all charges associated with use by entities other than City Departments.</p> <p>Will coordinate with City Staff (Events, General Services) regarding the opportunity to match services/prices offered by other vendors for public events held at the Pavilion.</p>
<p>6. City Staff (Event Staff, Department Staff Member, A/V Tech Staff, and/or Authorized Catering staff)</p>	<p>Shall be present at the event whether during work hours, after 5:00 pm on weekdays, and during times that City Hall is otherwise closed. Associated costs will be borne by the event organizer. When coordinating logistical support for non-City events at this venue, a City authorized catering company will be authorized to function in the place of City staff to provide on-site event support when so designated by the Arts and Cultural Affairs Division of the Community & Economic Development Department.</p>

Responsibility	Action
7. Security Guards	<p>Shall assist with technical equipment, monitor event, and assist with any problems that may arise during event.</p> <p>Shall ensure that the Pavilion is left in original condition by the event organizer and that all technical equipment is put away safely.</p> <p>At least one Security Guard must be present on the 7th floor and in the lobby during events after 5:00 pm on weekdays, and during times that City Hall is otherwise closed. Associated costs will be borne by the event organizer.</p>

Distribution: Regular