



City of Riverside Administrative Manual

Effective Date: 03/2014
Review Date: 03/2017
Prepared by: General Services

Approved: Kris Martinez Department
Belinda J. Graham City Manager

SUBJECT:

Guidelines for Use of the City Council Chambers

PURPOSE:

To provide guidelines for public use of the City Council Chambers.

USAGE POLICY:

Permitted uses:

- City government to carry out City business;
- City-sponsored events, projects or programs;
- Local partner government entities, such as County of Riverside or state agencies;
- Local educational institutions, such as Riverside Unified School District, Alvord Unified School District, Riverside universities and colleges.

Operational Considerations:

- Meetings/events must be open to the public.
- No food or drink is allowed in the facility (other than water).
- Maximum room capacity is 161.
- Hours of Availability:
 - 8:00am – 9:00pm, Monday through Friday
 - Saturdays, Sundays and Holidays on a case-by-case basis, and subject to staff availability.
- Use of audio-visual equipment (such as PA system with handheld microphone and three TV screens for viewing PowerPoint presentations) is available, with operation of such equipment limited exclusively to City staff.
- Facility User Costs:
 - Upon approval of the facility reservation, there is no fee to use the City Council Chambers. However, any costs associated with holding a public meeting would require reimbursement to the City. These costs may include security, audio-visual support, City staff and facility management. Facility user will be invoiced approximately two weeks after the meeting based on the following rates, depending on usage:

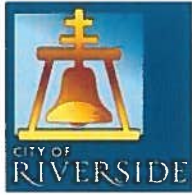
- A/V Technician Cost:
 - Regular Time (Mon-Fri, 8am – 5pm) \$36/hour
 - Overtime (Any time outside of Regular hours) \$54/hour
- Security Guard Cost:
 - Weekdays (after 6:00pm) \$26/hour
 - Weekends and Holidays (any time) \$26/hour
- Clean up: Facility users must ensure that the facility is left in the condition it was found, including removal of all trash.

PROCEDURE FOR RESERVATIONS:

Responsibility	Action
Facility Users	<p>1. Facility users should contact the General Services Department, Administration on the 2nd floor of City Hall or at (951)826-2389 and submit a reservation request form to reserve the City Council Chambers at least two weeks in advance of the event.</p> <p>Pay all required costs associated with the provision of security, staffing, and other costs associated with the event upon invoice approximately 2 weeks after the event.</p> <p>Facility users must ensure that the facility is left in the condition in which it was found, including removal of all trash.</p>
General Services Department, Administration	<p>2. Shall review the reservation request form and notify facility user of approval or disapproval within three business days of receipt.</p>

Attachment: City Council Chambers Reservation Request Form

Distribution: Regular



CITY COUNCIL CHAMBERS Reservation Request Form

City of Arts & Innovation

Organization Information

Host Organization Name: _____

Applicant: _____

Phone Number: () _____ Fax Number: () _____

E-Mail Address: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Event Information

Anticipated Attendance: _____

Type of Event: Training Meeting/Ceremony/Presentation Other _____

Event open to the public: Yes No

Event Date & Time (start/end): _____

After-hours security needed: Yes No

Event Set-Up: Start Time: _____ am/pm

Audio/Visual Needs: Wireless Microphone Power Point DVD

Event Description:

General Services Department

3900 Main Street, 2nd Floor Riverside, CA 92522 | Phone: (951) 826-2389 | Fax: (951) 826-2409 | RiversideCA.gov