



Riverside County Law Library

Conference Room Reservation & Rental Information

EFFECTIVE January 1, 2013

1. Conference rooms may be reserved by individuals for law related activities during regular library hours. This may include interview with clients, bar-related activities, depositions, arbitrations, or mediations.
2. Conference rooms may be reserved in advance by contacting a staff member at the Information Desk. Messages left on the voicemail system will not be accepted for scheduling, rescheduling or canceling an event. Call (951) 368-0368 in Riverside and (760) 848-7151 in Indio for reservations. The minimum reservation is for 1 hour. Walk-ins are available on a space available basis; all policies apply.
3. Payment is due prior to commencement of the scheduled event and is non-refundable. No refunds will be given for partial use of a reserved time period. There may be additional charges for use overruns. Payment can be made using cash, check, or credit card for use in Riverside. Payment can be made by cash or check for use in Indio. Please make checks payable to *Riverside County Law Library*. Returned checks are subject to \$20.00 processing fee. There will be minimum \$25 charge if cancellation is not received at least 24 hours prior to the scheduled event.
4. All classes expecting to use conference rooms are also subject to the advance reservation and payment requirements. A separate contract may be required. Please contact the Law Library at least a month in advance of the beginning of class so that arrangements can be made.
5. Non-profit organizations qualifying under 26 USC 501(c)(3) may be allowed room use without payment providing advance arrangements have been made and the reservation is for use Mon.-Thurs. after 5:00 pm or Saturday.
6. A telephone with speaker phone and TV/DVD are available upon request. There are no kitchen facilities. Food and drink are allowed, so long as their consumption is confined to the conference rooms.
7. The policies outlined above are subject to change at the discretion of the Director or her designee. If you have questions, please direct them to the information desk for resolution.

Riverside	Seats	Room Size	Hourly Rate*	4 Hour Rate*	Full Day Rate*
Room 1	8	11 x 23	\$25.00	\$75.00	\$100.00
Room 2	8	11 x 24	\$25.00	\$75.00	\$100.00

Indio	Seats	Room Size	Hourly Rate*	4 Hour Rate*	Full Day Rate*
	7	19 x 10	\$25.00	\$75.00	\$100.00

* Room rates are half-price on Saturdays