



# Riverside County Law Library Conference Room Rental Policy

**EFFECTIVE January 1, 2013**

## **A. Conference Room Policy**

1. The conference rooms are primarily used for law library meetings, programs, and events.
2. The public may reserve use of the conference rooms during regular business hours (Monday - Friday 9 a.m. - 4 p.m.) for law-related activities. This may include attorney-client interviews, meetings, depositions, arbitrations or mediations, and bar-related activities.

## **B. Conference Room Reservation & Cancellation**

1. Reservations must be made in advance by contacting a staff member at the Information Desk. To reserve a conference room in Riverside call 951-368-0368 or email at [lawlibrary.riverside@rclawlibrary.org](mailto:lawlibrary.riverside@rclawlibrary.org). In Palm Springs, call 760-848-7151 or email at [lawlibrary.palmsprings@rclawlibrary.org](mailto:lawlibrary.palmsprings@rclawlibrary.org). To cancel a reservation, contact the location of the reservation via phone or email. Messages left on the voicemail system will not be accepted for scheduling, rescheduling or cancelling a reservation. The minimum reservation is for 1 hour. Walk-ins are accepted based on availability.
2. Payment is due prior to commencement of the scheduled event. 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, credit card, or check (payable to *Riverside County Law Library*). Returned checks are subject to a \$20.00 processing fee. There will be a minimum \$25 charge if cancellation is not received at least 24 hours prior to the scheduled event.
3. No refunds will be given to patrons who fail to show up for their reserved time. Their reservation will be deemed cancelled.

## **C. Conference Room Use**

1. A pre-use and post-use checklist will be reviewed by staff with the responsible party who reserved the conference room (Renter) regarding the condition of the room, furniture, and equipment. During review, staff will inform Renter there may be additional charges if the room is not left in the same condition it was found.
2. A telephone with speaker phone and TV are available upon request. There are no kitchen facilities. Food and drinks are allowed, so long as their consumption is confined to the conference rooms.
  - a. Cables for TV are available up on request.
3. Staff will provide bottled water for each person attending the event.
4. Any questions regarding the policies outlined above must be directed to the Information Desk.
5. Any photographing or video-recording activity shall be restricted to the Conference Rooms.
6. Parking:
  - **Riverside-** Parking space numbers 18 – 26 are reserved for daily parking only. You

can purchase a daily parking permit for \$8.00 at the Information Desk inside the library. A daily parking permit is not included in the conference room rates.

- **Palm Springs-** Parking is free in the Palm Springs Courthouse parking lot.

#### D. Conference Room Rates

Hourly                 \$25  
4 Hours             \$75  
Full Day             \$100

	Seats	Room Size
<b>Riverside</b>		
Room 1	8	11 x 23
<b>Palm Spings</b>		
Room 1	8	15 x 14
Room 2	4	15 x 10