



## **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. Reservation 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 and in Indio, call 760-848-7151. 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, PayPal or check (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.
3. Non-profit organizations qualifying under 26 USC 501(c)(3) may be allowed room use without payment provided advance arrangements have been made and the reservation is for use Mon.-Thurs. after 5:00 pm or Saturday.
4. No refunds will be given to patrons who failed 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 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 is 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 located in the first-floor supply closet
3. Staff will provide bottled water for each customer using the room.
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.



#### D. Conference Room Rates

##### Rates

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

\* Room rates are half-price on Saturdays

	Seats	Room Size
<b>Riverside</b>		
Room 1	8	11 x 23
Room 2	8	11 x 24
<b>Indio</b>		
Room 113	8	12 x 14
Room 114	8	10 x 20

#### E. Phone extensions

- a. Conference Room 1- ext. 103
- b. Conference Room 2- ext. 104