

SECOND STORY



Welcome to the City of Rancho Cucamonga's Second Story. Located at the award winning Rancho Cucamonga Public Library, this unique space at the Victoria Gardens Cultural Center features an Art Studio, STEM Lab, Workshop, Kitchenette and a 5,570 sq. ft. Open Exhibit space. Throughout the year these spaces are available for a variety of rental needs from meetings and corporate trainings, to author signings, banquets and other events.

Please visit us at CityofRC.us/Library to view the detailed room layouts.

We look forward to assisting you with your rental needs.

Rental Office Hours

Monday thru Saturday— 10:00 p.m. to 5:00 p.m.

Second Story Rentals
12505 Cultural Center Dr.
Rancho Cucamonga, CA 91739
Tel: (909) 477-3976



RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
GENERAL FEES FOR FACILITY USE



What You Need to Get Started

- ✓ *Signed Second Story Facility Rental Request Application*
- ✓ *Signed Second Story Terms and Conditions*
- ✓ *Application Fee (\$35) and Rental Deposit (price varies by room)*

A signed copy of this document must be submitted with the completed Library Facility Rental Request. The client is expected to follow all of the Library's rules and policies while planning and conducting their event at the Second Story. Requests submitted without the signed Library Terms and Conditions will not be processed.

Rental Request – Confirmed Rental

Completion and submission of the Facility Rental Request Application and Second Story Terms and Conditions does not constitute a confirmed reservation/approved Rental Permit. A rental is considered confirmed when the Rental Permit has been approved and signed by the client.

Application & Fee

The applicant must be at least 25 years of age or older. Government issued ID required.

Forms must be filled out and signed by the applicant. Applicant must be the representative and be on the premises the entire time of the event and is solely responsible for the event and guests in attendance.

A non-refundable application fee of \$35.00 will be applied to every facility rental request, except those users that are exempt from rental fees as specified in the *Library Services Fee and Charges Schedule*. This fee is collected in addition to the facility rental deposit and will be retained upon return of the rental deposit.

City Staff Fees

The amount of staff required for a rental will be based on the type of event, as determined by the Library Services Department.

Rental Deposits

A rental deposit (security/damage) is required for all rentals, except those users that are exempt from rental fees, as specified in the *Library Services Fee and Charges Schedule* and will be returned as long as there is no damage to the facility, no overage of time and the renter has been compliant with the rental guidelines of the Department.

An **Additional Rental Deposit** may be required according to event/rental requirements and the City's risk assessment.

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
GENERAL FEES FOR FACILITY USE



Insurance

Applicant shall maintain and require its agents, vendors and exhibitors to maintain the insurance listed as follows:

RCPL reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve Applicant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this agreement.

General Liability Insurance:

- Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If Applicant maintains higher limits than the specified minimum limits, RCPL requires and shall be entitled to coverage for the higher limits maintained by Licensee/Permittee/Applicant.
- Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by RCPL. Applicant is responsible for any deductible or self-insured retention and shall fund it upon RCPL's written request, regardless of whether Applicant has a claim against the insurance or is named as a party in any action involving Rancho Cucamonga Public Library.
- RCPL shall be endorsed as an additional insured for liability arising out of operations performed by or on behalf of the Applicant for which a permit has been issued (either ISO endorsement CG 20 12 or CG 20 26, or their equivalents).
- The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- Required Evidence of Coverage:
 1. Copy of the additional insured endorsement or policy language granting additional insured status;
 2. Copy of the endorsement or policy language indicating that coverage applicable to Rancho Cucamonga Public Library is primary and non-contributory; and
 3. Properly completed Certificate of Insurance.

Standards for Insurance Companies:

- Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A: VII.

Documentation:

- The Certificate of Insurance shall include the following reference:

"City of Rancho Cucamonga and its elected officials, officers, director,
employees, servants, volunteers, and agents."
- The name and address for Additional Insured endorsements and Certificates of Insurance is:
City of Rancho Cucamonga, 10500 Civic Center Drive, Rancho Cucamonga, CA 91730
- Current Evidence of Coverage shall be provided for the entire term of this agreement.
- Upon written request, certified copies of required insurance policies shall be provided within thirty (30) days.

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
GENERAL FEES FOR FACILITY USE

Overtime Fee

For rentals that exceed the rental time designated in their rental contract, an overtime fee will be assessed for additional staffing cost plus rental fees to be calculated at a rate of time-and-a-half of the client's rental rate. Overtime fees will be assessed in 30-minute increments.

Transaction Fee

An additional credit card or transaction charge will be included in all prices or added on top of each price listed above.

Application, Rental Deposit and Payments

Once you select your room, date and time, a rental deposit, Library Facility Rental Request Application (with \$35 application fee) and a Library Terms and Conditions packet must be completed and signed to secure your date. Dates and times are on a first-come/first-served basis. A Rental Permit (firm contract) will be generated from your request if your requested time, date and room are available and approved. Payment will be deposited once the contract has been signed.

The remaining balance is due 30 days prior to the designated function for any room or area. For rental of the Open Exhibit space all fees must be paid 60 days before the event date.

Acceptable payment methods are cash, check, Visa, MasterCard, American Express, Discover, money order and cashiers check. Checks are to be made payable to the City of Rancho Cucamonga.

The rental deposit and/or alcohol deposit is refundable per terms and conditions after the conclusion of the event (approximately 14 business days). If guests of the renter are consuming alcohol on the premises without approval, the renter will forfeit all deposits. If the event is falsely advertised or misrepresented in any way, and therefore cancelled by the Library Services Department, the client will forfeit their full deposit.

Please note, personal checks will not be accepted within (30) days of the reservation.

All fees must be paid thirty (30) days in advance for small rooms and sixty (60) days in advance for the Open Exhibit space

Initial_____

Alcohol Use Fees (if applicable)

Alcohol use requires a \$50 Alcohol Application Processing Fee and additional: security/damage deposit (\$500), insurance and security.

- Alcohol use is permitted for applicants 21 years of age and above.
- Alcoholic beverages may not be served to any person under the age of 21.
- All alcoholic beverages are required to be served, sold and consumed inside the contracted room or area only.
- Only those activities where the guest of honor is age 21 years or older are eligible to offer alcohol at this facility.
- If the client or guests of client serve or consume alcohol without prior approval, the client will forfeit the deposit. If the client or guests bring in their own alcohol not provided and served by caterer, the client will forfeit all deposits and the Library Rental Coordinator reserves the right to cancel the event.
- Alcohol service is required to end one hour prior to scheduled event end time. Alcohol service is not to exceed 4 hours.
- Only the exclusive, licensed, on-site caterer approved by the City may serve/sell alcohol.
- All fees for alcohol service are paid directly to the venue's exclusive caterer. The aforementioned \$500.00 security/damage deposit still applies.

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
GENERAL FEES FOR FACILITY USE

Security Fees (if applicable)

Any event that includes serving alcohol or with an expected attendance of 100 or more guests will require security. Security is provided by the San Bernardino County Sheriff's Department and is contracted by the Library Services Department on the client's behalf. The applicant is responsible for all security costs designated by the Sheriff's Department. Security fees must be paid with all other fees 30 days prior to rental.

The CITY reserves the right at its sole discretion to obtain on behalf of the RENTING PARTY, the services of a Deputy Sheriff(s) for any event deemed necessary at the sole expense of the RENTING PARTY.

Facility Equipment Use Fees (Library Facilities)

PLEASE NOTE: All items may not be available at time of rental.

Tables and Chairs

The facility provides tables and chairs for all events inside the building. The client may bring their own tables and chairs. Tables and chairs provided by the client will not be set-up or handled by facility staff.

Included with your rental:

- Tables (fixed & height adjustable)
 - * Rectangle Tables, 6' long x 30" wide/5' long x 24" wide
 - * Round Banquet Tables: 60" Round
- 11 x 17 Sign Holders (3) - for wayfinding
- Free Wireless Internet
- Chairs/Stools
- Access to TV (small rooms)
- Music Stand
- Free Parking

Technology set-up/troubleshooting available at additional Technician staff rate

Available for an additional Fee:

<u>Item:</u>	<u>Fee (per rental/day)</u>
♦ Cocktail Table (no linen)	\$15.00 each; per day
♦ Dry Erase Whiteboard (mobile)	\$25.00 each; per day
♦ Easels	\$5.00 each; per day
♦ Microphone	\$25.00 each
♦ Microphone (Wireless Handheld)	\$50.00 each; maximum \$200 per week
♦ Podium	\$25.00 each; per day
♦ Portable Public Address System	\$175.00 each; per day
♦ Projector	\$50.00 each; per day
♦ Rear Projection Screen with Dress Kit	\$150.00 each; maximum \$400 per week
♦ Screen (Portable)	\$50.00 each; per day
♦ Special Equipment Fee (equipment rented by City for customer use)	Cost of rental + 20%; per event
♦ Uplighting	\$50 each; per light

Merchandise Sales by Vendors

For clients who wish to sell their merchandise to their guests, a 10% commission will be paid to Rancho Cucamonga Library Services as negotiated per event.

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
RENTAL INFORMATION / RULES AND REGULATIONS

Filming in Biane Library - Second Story

Filming in Rancho Cucamonga Public Libraries is approved based upon the availability of space and may require a Film Permit, Temporary Use Permit and any applicable fees and/or staff costs for City services. Film Permit application process and fees are subject to the [Planning Department's](#) criteria and fees.

Accessibility

Victoria Gardens Cultural Center is at a centralized, highly visible location within the Inland Empire's premiere shopping, dining and entertainment destination. The Victoria Gardens Cultural Center is conveniently located off the I-15 in Rancho Cucamonga, between Foothill Boulevard and Base Line Road, near the corner of Day Creek Boulevard and Cultural Center Drive at 12505 Cultural Center Drive. It is easily accessible from the 210, 10 and 15 freeways and minutes from the Ontario Airport.

Parking

Complimentary parking is available for over 1,100 vehicles in the east and west parking structures on either side of the Victoria Gardens Cultural Center. Parking is also available surrounding the Victoria Gardens regional town center. The east and west parking structures have designated accessible parking on all levels and are equipped with elevators.

Catering

For your convenience, you can bring in pre-packaged, commercially purchased food items or commercially prepared food. No cooking is allowed. Chaffing dishes are permitted with the use of a professional caterer.

Renters also have the option to choose a caterer. All caterers are required to be approved by a Library Rental Coordinator two weeks prior to rental. Vendors must comply with all City, County and State permit requirements and have a valid insurance policy for the business.

Music

For your convenience, you have the option to choose your own musician/DJ. All vendors are required to be approved by the Library Rental Coordinator two weeks prior to rental. Sound should be at an appropriate level, as to not disturb the facility or surrounding rentals during general Library use.

Catering and Deliveries

Independent contractors used for additional equipment/materials are the sole responsibility of the applicant. The applicant must accept all deliveries and remove all items prior to the end of the rental period. Staff will not accept deliveries. Contractors may enter the location at the scheduled contracted times and the applicant (or approved representative) must be present. All contractor materials must be picked-up and cleared from the space prior to the end of the rental period. Early entry is not allowed without prior written approval.

Flowers and Decorations

All flowers and decorations must be supplied by the applicant and must be removed from the premises prior to the end of the rental period.

Candles and fog machines are a fire hazard and are not permitted.

Decorations and visual aids must be freestanding and may not be nailed, taped, stapled or tacked to the walls, ceiling or fixtures. Removal of existing facility decorations is prohibited.

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
RENTAL INFORMATION / RULES AND REGULATIONS

Loading and Unloading

Clients may use the round-a-bout located on the north side of the building off of Cultural Center Dr. when loading and unloading for their scheduled events. Once unloaded, all vehicles must be removed from the round-a-bout and relocated to the designated parking areas. The client is responsible for ensuring all guests and vendors remove their vehicles.

Supervision

Applicant is responsible for supervision of all event attendees at all times and is responsible for any damage or occurrence they may cause including but not limited to alcohol use in the facility as well as in the outside parking lot and damage to the facility both inside and out by guests.

The Library Services Department requests that all children must be adequately supervised at all times and in all areas by one or more adults. Children may not play in the lobby area(s). Chaperones must be 25 years of age or older. The adult supervision to child ratio is as follows:

- 1 adult to every 6 (1-5 year olds)
- 1 adult to every 14 (6-12 year olds)
- 1 adult to every 20 (13-17 year olds)

Advertisement

Advertisements concerning your event or activity may not be distributed until the facility request is confirmed and an official contract is signed. All advertisements must be pre-approved by the Library Rental Coordinator prior to distribution. If advertising is not approved prior to distribution the client will forfeit their rental deposit.

Pre and Post Rental Walk Through

The applicant is responsible to check-in and out with the Library Facility staff and inspect all areas and equipment used for event. These inspections are to occur immediately before and after the event. The applicant is required to leave the facility in the same condition as it was found including removal of all decorations and equipment from the room/area.

Clean-up

- All trash must be placed in trash cans.
- All decorations and personal property must be removed.
- The kitchen must be wiped down and left in the condition it was provided.
- All large pieces of debris must be swept up (including confetti and rose petals) and any spills must be cleaned up.
- Client provided tables, chairs and other equipment and/or decor must be dropped-off and picked-up within the contracted time. Storing items before or after the contracted time is not permitted.

Code of Conduct

Please be advised that the Second Story is subject to the Rancho Cucamonga Public Library [Code of Conduct](#).

RANCHO CUCAMONGA PUBLIC LIBRARY
TERMS AND CONDITIONS
CANCELLATION / REFUND / RESCHEDULING FEES

Refund Policy / Cancellation / Rescheduling Fees

Refunds of facility rental fees (excluding the Application and Cancellation/Rescheduling Fee) will be processed as listed below.

	Days Prior to Scheduled Rental		
	<i>30 or more calendar days</i>	<i>15 to 29 calendar days</i>	<i>Less than 15 calendar days</i>
Small Rooms / Kitchenette	Full refund of rental fees and equipment fees. Full refund of rental deposit*	50% refund of all rental and equipment fees. Full refund of rental deposit*	Full forfeiture of all fees, including rental fees and equipment fees. Full refund of rental deposit*

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

	Days Prior to Scheduled Rental		
	<i>60 or more calendar days</i>	<i>30 to 59 calendar days</i>	<i>Less than 30 calendar days</i>
Event Hall	Full refund of rental fees, equipment fees and rental deposit*	50% refund of all rental and equipment fees. Full refund of rental deposit*	Full forfeiture of all fees, including rental and equipment fees. Full refund of rental deposit*

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

In the event the renter requests a cancellation or rescheduling of their rental event after 7 calendar days from the time of the approval of the Permit, a cancellation or rescheduling fee is withheld from any fees paid and/or the rental deposit as follows:

- \$25.00 for small room rentals (Art Studio, Workshop, STEM Lab or Kitchenette)
- \$75.00 for the event hall (includes small rooms rented in conjunction with the Open Exhibit space)

Each City Facility may have rules & regulations that pertain only to that facility.

I, the undersigned, on behalf of the above-mentioned organization do hereby certify that I have read and agree to abide by the policies governing the uses of the requested facility listed above as Building Rental Rules and Regulations. Except for the City of Rancho Cucamonga's sole negligence or willful misconduct, [Applicant/Permittee](#) shall waive, release, defend, indemnify and hold harmless the City of Rancho Cucamonga from and against any and all claims which actually or allegedly arise out of or are related to Applicant/Permittee use or occupancy of the Premises, or which actually or allegedly arise out of or are related to the conduct of Applicant/Permittee's business or which actually or allegedly arise out of or are related to any activity, work or things done or permitted by Applicant/Permittee, or its employees, contractors or agents, in or about the Premises and shall further indemnify and hold harmless the City of Rancho Cucamonga from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon. The City of Rancho Cucamonga shall not be liable to Renter/Applicant for any damage to Applicant/Permittee's property from any cause, and Applicant/Permittee waives all claims against the City of Rancho Cucamonga for damage to person or property arising for any reason.

Applicant Signature _____

Date _____

Printed Name: _____



City of Rancho Cucamonga Library Services Department FACILITY RENTAL REQUEST APPLICATION



Please print legibly in ink.

This Library Facility Rental Request Application and Terms and Conditions packet should be submitted to the Library Services Department 14 calendar days prior to the date requested in order to ensure adequate approval time. **This is a reservation request only and is not an approved contract for facility rental.** If this request is approved a Facility Rental Contract Permit outlining the rules, regulations and fees will be forwarded to the applicant. Pending staff review, Security and Liability Insurance may be required. **Do not advertise your event until a signed Rental Permit contract has been approved.** Please initial that you have read and understand the information above.

(Please initial)

PART 1: CONTACT INFORMATION

Organization _____	Non-Profit # _____
Applicant Name _____ Street Address _____	
Primary Phone (_____) _____	City _____ Zip _____
Secondary Phone (_____) _____	Fax (_____) _____ E-Mail _____
Alternate Contact Name: _____ Alternate's Phone (_____) _____	

PART 2: FACILITY, DATES & TIME REQUESTED

Facility: _____		Room(s): _____	
Single Use Day of Week _____ Month _____ Date _____ Yr _____ Set up Time: _____ am / pm Clean up Time: _____ am / pm Start Time: _____ am / pm End Time: _____ am / pm		Recurring Use Day of Week _____ Time _____ am / pm To _____ am / pm Beginning Date: Month _____ Date _____ Yr _____ Ending Date: Month _____ Date _____ Yr _____ Check One: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
Comments: _____			
Kitchenette: _____		Time: _____ am / pm to _____ am / pm (Additional Fee Applies)	

PART 3: EVENT INFORMATION

Event Type: _____		Attendance: How many guest (over 21yrs. old) _____	
1. Is this event for a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No		(16 – 20 yrs. old) _____	
2. Is event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		(under 15 yrs. old) _____	
3. Admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Will there be dancing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Will anything be delivered? <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Is this a catered event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. How will you be advertising: <input type="checkbox"/> Flyers <input type="checkbox"/> Invitations <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Internet <input type="checkbox"/> Other _____		8. Will there be entertainment? (DJ/Band) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to any of the above questions please explain: _____			

Alcohol Permit Request? (Additional fees & form required)

☐ Yes ☐ No

Acknowledgement: I hereby state that the information above is correct to the best of my knowledge.

Applicant Signature: _____

LIBRARY SERVICES DEPARTMENT USE ONLY

Rental Deposit Fee Received: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Other _____
Residency Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Over Age 25 Verified <input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Signature: _____	Date: ____/____/____ Time: _____ am / pm

(Staff signature only acknowledges that request and deposit were received – it does not guarantee approval)

INTERNAL APPROVAL ROUTING:

S.R. - Security Required

I.R. - Insurance Required

Coordinator: _____	Supervisor: _____	Director: _____	P.D.: _____
S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	S.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No
I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	I.R.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Deputies: <input type="checkbox"/> Private <input type="checkbox"/>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	# Required: _____
Date: ____/____/____	Date: ____/____/____	Date: ____/____/____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			Date: ____/____/____

CONTRACT # : _____

Final Approval: _____

(Signature)

(Print Name/Title)

(Date)