

# **San Diego Central Library @ Joan A Irwin Jacobs Common Special Event Space Policies**

The San Diego Public Library's Central Library @ Joan A Irwin Jacobs Common is a state-of-the-art cultural center for literacy and learning for the City of San Diego, which also benefits the entire San Diego region. The Central Library was created to meet the community's needs for space, including meeting spaces, large and small groups, and special events space.

These policies apply to the Central Library special events spaces including the Auditorium, Library Lobby, Mary Hollis Clark Conference Center, Helen Price Reading Room, Darlene Shiley Special Events Suite with two adjacent terraces (the Sunset View Terrace and Phyllis Epstein Bay View Terrace), and Qualcomm Dome Terrace with adjacent Valeiras Sculpture Garden. For example, these spaces will be used by organizations for film festivals, concerts, conferences, annual meetings, mixers, and holiday parties and individuals wanting to hold gatherings such as weddings, private parties, and affinity groups. Since the Central Library is located downtown, it greatly adds to the downtown inventory of available special event spaces.

For other meeting rooms there will be charges, which will follow the current City fee schedule for meeting rooms adopted by City Council in 2009. (See also Department Instruction 21-15 Meeting Rooms.)

## **A. POLICIES**

### **1. Permits**

Renter shall obtain all police/local law enforcement, fire marshal, food service and/or other city, state or federal permits required for renter's use and occupancy of the facilities.

### **2. Catering**

Renters are free to choose their own caterer. The Library does not maintain a list of caterers. Note that on the 9th floor there is a catering preparation space, which contains only a sink. There is a pass through service area, which is adjacent to the Sunset Terrace just off of the Darlene Shiley Special Events Suite. All other catering equipment will need to be provided by the renter or caterer. Open-flame cooking and any cooking requiring the use of propane or other flammable liquids and gas is prohibited in all areas of the Central Library, including on the ground floor.

### **3. Alcohol**

When alcohol is served, renters shall submit proof of authorization from the San Diego Police Department and State of California Department of Alcohol Beverage Control. A Certificate of Liability is required that lists the City of San Diego as additional insured. Bartender information (who is providing/serving alcohol) is also required.

#### 4. **Insurance Requirements**

Prior to an event, all non-City of San Diego sponsored organizations or individuals and each of their contracted vendors must submit the following insurance documentation to the Library:

- A Certificate of Liability Insurance that lists the City of San Diego, its Officers, Employees and Agents, 330 Park Blvd, San Diego CA 92101 as additional insured. Liability insurance requirements include: \$1 million per occurrence and \$2 million general aggregate with liquor liability.
- An Endorsement accompanying each Certificate of Liability Insurance naming the City of San Diego, its Officers, Employees and Agents, 330 Park Blvd, San Diego CA 92101 as an additional insured.

#### 5. **Equipment**

Delivery, set up, and pick up of all equipment brought into the Library facility are the sole responsibility of the renter and may take place on the day of event **ONLY**. Any equipment that involves an open flame or requires the use of propane or any other flammable liquid or gas is prohibited inside the building, anywhere on Library grounds, or outside on City sidewalks. All vendors and equipment must vacate the facility by 12:00 AM on the day of the event.

#### 6. **Room Set Up**

The set up of rooms is the responsibility of the renter. Library chairs and tables are available for use. For more details contact Central Library Event Services staff.

#### 7. **Audio-Visual Services**

Depending upon the complexity of audio-visual needs for your event, audio-visual equipment assistance through your own vendor may be required. For more details contact Central Library Event Services staff.

#### 8. **Facility Alterations**

Items of any kind may NOT be placed on any facility walls or equipment, or affixed to any floor or ceiling of the facility without prior approval by the Library. In no manner will renter permit any employee, guest, or contracted party to deface, damage Library property or its facility. Generally facility alterations are not permitted. Alterations may include, but are not limited to: window or door removal, window or door coverings, carpet removal and painting or modification of any facility surface.

#### 9. **Property Damage and Loss**

The Library is NOT responsible in any manner for damage, destruction, or loss of any property or other items occurring prior to, during, or following any event. The Library makes no warranties or representations whatsoever to the renter, its guests or vendors.

#### 10. **Noise**

The San Diego Central Library is located within a residential district. The renter is fully responsible for assuring that sound levels during the entire time of an event comply with the San Diego Municipal Code for residential areas and does not constitute a nuisance to the public. In addition: The renter is fully responsible for all arrangements and any contract entered into

with any musician, musical group, or other provider of music. All events with or without music must end by 11:00 p.m. See [San Diego Municipal Code §59.5.0401 for Sound Level Limits](#).

#### 11. Signage

Signage to publicize an event or provide directional information must not damage public property, impinge on private property, violate city sign code ordinances, or be difficult to clean or remove from the venue. In addition the renter is required to work with the Central Library's Event Services staff to assure that all onsite event signage prior to and during an event complies with Library Guidelines. See also [San Diego Municipal Code, Chapter 14, Article 2, Division 12 Sign Regulations](#) (PDF). Signage must be removed by the renter immediately following the event.

#### 12. Cleaning

Basic cleaning for event areas will be done by custodial staff before and after your event and is inclusive with both your standard and ancillary fees. Basic cleaning consists of emptying existing trash receptacles, sweeping/vacuuming floor and carpets, and maintaining restrooms. Any objects that cannot be swept or vacuumed are considered above basic cleaning and may incur additional fees. These objects include, but are not limited to, pallets, boxes, food, wood, banners, decorations, booth materials, and equipment. This also includes materials brought into the facility by event staff, exhibitors, caterers, event planners, and attendees before, during and after the event, within the rental agreement period. If your event produces hazardous waste or an excess amount of trash, you will be responsible for additional charges required to dispose of the waste as required by the City of San Diego.

### B. FEES

1. Fees for these spaces are based on a minimum of a four-hour time period unless otherwise specified.
2. Rental fees will apply from the time the renter and any associated vendors begin set-up, which includes any equipment delivery, until premises are vacated.
3. Ancillary fees for Library, custodial, and security staffing will apply during any usage of the special events spaces outside the Central Library open hours. (See Special Events Space Ancillary Service Rates that are charged at the City's prevailing rate.)
4. Capacities are subject to change dependent on setup.
5. Not for Profit organizations include non-profit 501(c)(3), not-for-profit public service groups, and religious groups. Documentation will be required to verify not for profit status.

#### Fees include:

- Library, custodial, and security staffing during Central Library open hours
- Free WIFI

**Fees do not include:** (See Special Events Space Ancillary Service Rates that are charged at the City's prevailing rate.)

- Audio-visual services
- Piano tuning
- Parking
- Library, custodial, and security staffing outside of Central Library open hours
- Facility set up fees (For special lighting or HVAC settings outside of Central Library Hours)

- Additional cleaning charges

### C. FEE SCHEDULE

Special Event Space	4 Hour Minimum Rental Fee Commercial/Private Individuals	4 Hour Minimum Rental Fee Not for Profit	1 Hour Additional Rental Fee Commercial/Private Individuals	1 Hour Additional Rental Fee Not for Profit	Capacity	Square Footage
Auditorium	\$1,800	\$1,400	\$450	\$350	300	
Lobby <sup>1</sup>	\$2,000	\$1,500	\$500	\$375	100	1,000
Conference Center (small only)	\$115	\$65	\$29	\$16	16	288
Conference Center (large only)	\$135	\$80	\$34	\$20	18	396
Conference Center (combined)	\$240	\$130	\$60	\$33	46	688
Reading Room <sup>1</sup>	\$2,000	\$1,500	\$500	\$375	312	2,000
9th Floor Dome Terrace and Sculpture Garden <sup>1</sup>	\$1,500	\$1,250	\$375	\$313	129	900
Special Events Room	\$2,200	\$1,800	\$550	\$450	500 standing 333 lecture 216 dining	3,500

<sup>1</sup> Lobby, Reading Room, and Dome Terrace & Sculpture Garden are only available for rental outside [Central Library open hours](#).

Authorized:

\_\_\_\_\_  
*(Original Signed by Misty Jones)*  
Library Director

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Central Library Special Event Space Fees

**SAN DIEGO PUBLIC LIBRARY  
APPLICATION FOR USE OF CENTRAL LIBRARY SPECIAL EVENTS SPACE**

Name of Event: \_\_\_\_\_

Type of Group:  Not For Profit – No. \_\_\_\_\_  
 Private Individual  
 Commercial

<u>Event Date</u>	<u>Set Up Time</u>	<u>Event Start Time</u>	<u>Event End Time</u>	<u>Facility Exit Time</u>	<u>Event Space</u>	<u>Number of Attendees</u>
_____	_____	_____	_____	_____	_____	_____

The policies governing the use of the Central Library Special Events Space have been read, understood, and will be followed. I understand that failure to notify the Central Library Special Events staff in writing of cancellation at least two weeks prior to an event may result in forfeiture of deposit and fees and/or future right of use. I relieve the City of San Diego of liability attendant on this issue. **Failure to comply with any of the stated policies will result in the immediate cancellation of the event and forfeiture of any funds received, and may lead to additional fees and suspension of event space use. Note:** Art and other forms of exhibits may be installed in the special event spaces that some people may find objectionable. If this is of concern to you, or to determine the content of the exhibit for the date(s) you are booking the event space, please discuss this with the Central Library Supervising Librarian or designate. **All fees are subject to change without notice.**

Applicant \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

Local Contact Name/Address/Telephone Number (Required)

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_