



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.

The Central Library has small and specialized group study rooms, a homework center, three Internet and computer labs/training rooms, an IDEA (Innovation and Digital Expression Activity) lab, and a teen media room, most of which are free and open to the public or offered on a first come, first served basis.

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.)

This policy applies 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 Woods Family Sunset View Terrace and Phyllis Epstein Bay View Terrace), the Art Gallery, 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.

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. See [Special Event Planning Permit and Guidelines](#) for more information.

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 kitchen space, which contains only a sink. All other catering equipment will need to be provided by the renter or caterer. There is a pass through service area, which is adjacent to the Woods Family Sunset Terrace just off of the Darlene Shiley Special Events Suite.

3. **Alcohol**

When alcohol is served, 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. See [Special Event Related Permits](#) (PDF) for more detail about alcohol permits.

4. **Insurance Requirements**

Prior to an event, for all non-City of San Diego sponsored organizations or individuals, a copy of the Certificate of Liability that lists the City of San Diego, it's Officers, Employees and Agents as additional Insured is required to be provided to the Library. Liability insurance requirements include:

- a. \$1 million per occurrence and \$2 million general aggregate with liquor liability.
- b. The City of San Diego requires an endorsement accompany each certificate of insurance naming the City of San Diego as an additional insured.
 - I. Certificate Holder:
 - II. City of San Diego
 - III. Risk Management
 - IV. 1200 Third Ave
 - V. San Diego, CA 92101
 - VI. Email: RMSpecialEvents@saniego.gov
 - VII. Fax: 619.236-6106

See [Special Event Insurance Guidelines](#) for more information.

5. **Special Equipment**

Delivery and pick up of all special equipment brought into the Library facility are the sole responsibility of the renter. Set up of equipment may take place on the day of event ONLY. For exceptions contact the Central Library Event Services staff.

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. **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. See also [Special Event Guidelines Décor and Special Effects](#) (PDF)

8. **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.

9. **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:

- a. The renter is fully responsible for all arrangements and any contract entered into with any musician, musical group, or other provider of music.

- b. All events with or without music must end by 1:00 a.m. See [San Diego Municipal Code §59.5.0401 for Sound Level Limits](#). See also [Special Event Guidelines for Amplified Sound](#) (PDF)

10. **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.

B. FEES

1. Fees for these spaces are based on a minimum of a four-hour time period unless otherwise specified.
2. Four-hour rental charges include time for set up and clean up.
3. If extra time is needed, additional hourly rates will apply.
4. Capacities are subject to change dependent on setup.
5. Not for Profit organizations include non-profit 501(c)(3), clubs and not-for-profit public service groups, private and religious groups. Documentation will be required to verify not for profit status.
6. Event space fees may be waived for Library sponsored events, Library partnering organization events, City of San Diego affiliated organization events, or at the discretion of the Library Director or designate.

Fees include:

- Custodial staffing and trash disposal prior to, during, and after the event
- Security – During Library Hours
- Free WIFI

Fees do not include: (See Ancillary Fees that are charged at the City’s prevailing rate.)

- Audio Visual Services
- Piano Tuning
- Parking
- Security (After Library Hours)
- Facility Set Up Fees (For special lighting or HVAC settings outside of Library Hours)
- Additional Cleaning Charges

C. FEE SCHEDULE

Special Event Space	4 Hour Minimum Rental Fee Commercial	4 Hour Minimum Rental Fee Not for Profit	1 Hour Additional Rental Fee Commercial	1 Hour Additional Rental Fee Not for Profit	Capacity	Square Footage
Auditorium	\$1,800	\$1,400	\$450	\$350	352	
Lobby ³	\$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 ³	\$2,000	\$1,500	\$500	\$375	312	2,000
9th Floor Dome Terrace and Sculpture Garden	\$1,500	\$1,250	\$375	\$313	129	900
Art Gallery	\$400	\$325	\$100	\$81	60	3,000
Special Events Room ³	\$2,200	\$1,800	\$550	\$450	500 standing 333 lecture 216 dining	3,500

³ Lobby and Reading Room are only available for rental outside [Central Library open hours](#).

Authorized:

(Original Signed by Deborah Barrow)

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

Date: _____

Name of Event:

- Type of Group: Library Sponsored
 Not For Profit – No. _____
 Private Individual
 Commercial

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>No. Attending</u>	<u>Event Space</u>	<u>Purpose</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

The policy governing the use of the Central Library Special Events Space has 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 regulations will result in the immediate cancellation of the booking and forfeiture of any funds received, and may lead to 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.** Attach detailed agenda including load in, set up and tear down of the event.

Special provisions in addition to the policy are attached. yes no.

Applicant _____ Home Phone(_____)_____

Address _____ Work Phone (_____)_____

City/State _____ Zip Code _____

Email _____ Fax Number (_____)_____

Local Contact Name/Address/Telephone Number (Required)

Signature _____ Date _____