



**San Diego Central Library
@ Joan A Irwin Jacobs Common
Special Event Space
Ancillary Service Rates**

Revised 07-17-14

Ancillary fees associated with Central Library Special Event Space rentals are set to reflect the City of San Diego's cost recovery policy.

Audio Visual Services

Depending upon the complexity of audio visual needs for events and the Library audio visual equipment that is used, audio visual equipment assistance through your own vendor may be required. Contact the Special Events staff for more details.

Piano Tuning Rate

The piano in the Auditorium will be tuned by the Library prior to event rental. If the piano is used during the rental of the Auditorium, the renter will be responsible for paying for retuning the piano by the Library's contracted piano tuner at the rate of \$135-\$175 per piano tuning. Contact the Special Events staff for more details.

Parking Rates

- Contact Special Event staff for more details concerning event parking.
- See [maps for nearby offsite parking options](#).

After Hours Rates

For after hours events there may be ancillary rates that apply:

- Staffing – Depending on the complexity or type of event, extra staffing may be required at a rate of \$40/hour per staff person.
- Security is required for events hours outside [Central Library open hours](#) at the prevailing Library rate of \$33/hour per security guard. One security guard for every 0-100 attendees is required at the event. In addition, one security guard is required in the lobby for intake of attendees. If alcohol is being served at the event, one additional guard will be required regardless of the number of attendees and number of guards already assigned.

Special Events staff will work with prospective renters to calculate the total costs associated with after hour staffing and security needed.

Cleaning Rates

Basic cleaning for event areas will be done before and after your event and is inclusive with your license fee.

- Basic cleaning consists of emptying trash receptacles, sweeping/vacuuming floor and carpets, and maintaining restrooms.
- Any objects that cannot be swept or vacuumed are considered above basic cleaning. This includes, but is 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 requires additional cleaning above basic cleaning, you will be responsible for the cleaning or be billed at a rate of \$40.00/hour for the necessary cleaning.
- 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.

Contact Us

If you have questions about any ancillary charges, please contact Special Events staff at centralevents@sandiego.gov.