

- **How do I schedule an appointment/site visit to see the special events spaces?**
 - Contact centralevents@sandiego.gov to arrange a time to see our spaces. In the subject line of your email, please differentiate which space you are interested in (ie: Performance Annex, Shiley Special Events Suite, etc.)
- **What does it cost to reserve a special events space?**
 - **San Diego Central Library:**
 - Our special events spaces are rented by the hour. Please refer to our fee breakdown [here](#) for specific room rental rates for each space.
 - In order to staff your event after hours, we charge ancillary staffing fees. Please refer to our ancillary fee breakdown [here](#) for more information.
 - There will be a \$500 flat fee added to events held on Fridays and Saturdays (with the exception of the Mary Hollis Clark Conference Center).
 - **City Heights Performance Annex:**
 - Reserving the venue is free whenever the Library agrees to hosting City Sponsored Events (**CSE**). The Library recognizes the importance of collaborating with public and private organizations, businesses, and community groups to further enhance library services and programming. All collaborations are subject to review by the Library Director and must advance the Library's vision, mission, and strategic plan. CSEs generally are when an event or project either offers free registration or entry to the public.
 - For the time being, the Performance Annex is providing only CSE programming. More information about reserving the space for private, ticketed or revenue-based events is coming soon. For the time being, please refer to the Library's Special Events venues: <https://www.sandiego.gov/public-library/central-library/special-events>
 - If the park outside of the Performance Annex is to be used for your event, please coordinate with SDPL Special Events at centralevents.sandiego.gov. However, if your event only requires use of the park and/or the external stage, please contact the [City Heights Recreation Center](#).
- **Is there a discount for non-profit organizations?**
 - You may apply for a non-profit rate if you can provide to Special Events Staff your documentation confirming your tax-exempt status such as your Tax ID or a letter from the IRS.

- **What time can my event start and end?**
 - You may rent space as early as 7am and no later than 12am. **All set up and tear down for your event, including vendors, must take place during your contracted rental time.**

- **If my event goes over the time I rent, am I financially responsible?**
 - If you are renting a space at the Central Library, yes. The library may send you an invoice for the extra time. To avoid this, please try to coordinate with your vendors to ensure that everyone has enough time to load-in and load-out.
 - If you are reserving time at the City Heights Performance Annex, going over time may affect your capability to book future events at the Annex.

- **How can I reserve a space for an event?**
 - **San Diego Central Library:**
 - You can check availability and make reservations online by visiting one of the following links for the space you're interested in:
 - [Shiley Special Events Suite](#)
 - [Neil Morgan Auditorium](#)
 - [Mary Hollis Clark Conference Center](#)
 - Please contact our team at centralevents@sandiego.gov if you have any trouble making your reservation.
 - **City Heights Performance Annex:**
 - You can check availability by examining the Library's online calendar of events [here](#).
 - Please complete the [webform](#) on the Performance Annex's webpage to apply to use the space.
 - Please contact our team at centralevents@sandiego.gov if you have any trouble filling out the form or making your reservation.

- **How far in advance do we have to schedule?**
 - **San Diego Central Library:**
 - Special events at the Central Library must be booked at least 60 days in advance. This allows us to address any questions about the event, gather the required documentation, and request the necessary staff for your event..
 - **City Heights Performance Annex:**
 - 60 days for events that go outside of library hours and 30 days for events only within library hours. Advance request is required for the Library to ensure it can adequately respond to all questions regarding the request, gather the necessary information, accommodate staff and technical support, and assist in promoting.

- **Will I be required to sign a contract and supply insurance?**
 - ***San Diego Central Library:***
 - *Yes, you must complete and sign our Rental Application.*
 - *Special Event insurance is required for all events. These requirements are listed in our Rental Application:*
 - "...prior to an event, Renter, 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, as additional insureds. Liability insurance requirements include: \$1 million per occurrence and \$2 million general aggregate with liquor liability; Workers Compensation Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease, should be noted on the certificate as well.
 - An Endorsement accompanying each Certificate of Liability Insurance naming the City of San Diego, its Officers, Employees, and Agents, as additional insureds."
 - ***City Heights Performance Annex:***
 - *Yes, you must complete and sign our Rental Application.*
 - *You must complete and sign our Right of Entry Agreement if we produce a City Sponsored Event together.*
 - *Certificate of Insurance & Endorsement is required for all private/commercial (i.e. paid) reservations. The need for a Certificate of Insurance & Endorsement may be waived on a case by case basis for City Sponsored Events.*
- **What documents do I need to provide to Special Events Staff?**
 - ***San Diego Central Library:***
 - *Signed & completed Rental Application.*
 - *Certificate of Insurance & Endorsement for your event.*
 - *Certificates of Insurance & Endorsements from all non-catering vendors.*
 - *A layout of the space to show us where you want tables & chairs set up.*
 - *A Timeline of your event with vendor arrival times.*
 - ***City Heights Performance Annex:***
 - *Signed & completed Rental Application.*
 - *Completed and signed Right of Entry Agreement*
 - *Certificate of Insurance & Endorsement for your event, unless otherwise waived*

- **When are all of my documents due?**
 - *All documents must be submitted at least two weeks before the event. Please send them to centralevents@sandiego.gov as soon as you complete them.*

- **Are tables, chairs or linens included in room rental?**
 - **San Diego Central Library:**
 - *We provide a limited selection of tables and chairs that will be set up prior to your arrival according to your layout that you provide to Special Events staff:*
 - **Shiley Special Events Suite:**
 - *23 5-foot round tables (which seat 8 comfortably).*
 - *7 5-foot x 2-foot rectangular tables.*
 - *300 black chairs.*
 - *5 belly-bar tables*
 - **Neil Morgan Auditorium:**
 - *281 fixed seats*
 - *50 black chairs*
 - *Tables can be borrowed from other special events spaces if necessary.*
 - **Mary Hollis Clark Conference Center**
 - *7 rolling tables*
 - *44 orange chairs*
 - *We do not provide linens. Please talk to your caterer about obtaining linens for your event.*
 - *If you find you need more or different furniture than we provide, please talk with your caterer or a rental company to obtain the furniture you need. **Our staff is not responsible for moving any furniture not provided by the library.***
 - *Please make sure to provide us with a Certificate of Insurance & Endorsement from any furniture rental companies you rent from.*
 - **City Heights Performance Annex:**
 - *We can provide up to 100 chairs. We can also provide tables on a case-by-case basis.*
 - *If you find you need more or different furniture than we provide, please contact your rental company to obtain the furniture you need. **Our staff is not responsible for setting up any furniture not provided by the library.***
 - *Please make sure to provide us with a Certificate of Insurance & Endorsement from any rental companies you rent from.*

- **What is the capacity of the rooms/building?**

- **San Diego Central Library:**

- **Shiley Special Events Suite**

- *Capacities depend on the furniture set up:*

- *In a dining set up, the room is rated at 216. But using all of our round tables (which seat 8 comfortably), 184 guests would have seats.*
 - *In a presentational set up, with rows of chairs, the room is rated at 300.*
 - *In a set up with no furniture, the room is rated at 500.*

- **Neil Morgan Auditorium**

- *281 fixed seats, but chairs can be added to reach 300. The back wall of windows also opens to the courtyard to allow more seating or standing room.*

- **Mary Hollis Clark Conference Room**

- *Capacity is 40.*

- **City Heights Performance Annex:**

- *120 persons are allowed in the building at one time, and we can provide up to that many seats.*

- **What audio/visual support do you provide?**

- **San Diego Central Library:**

- *Our audio/visual equipment varies depending on the space:*

- **Shiley Special Events Suite**

- *Screen & projector*
 - *2 wireless mic channels (handheld or clip-on mics available)*
 - *Podium with wired microphone and an HDMI cable*
 - *DVD/Blu-ray player*

- **Neil Morgan Auditorium**

- *LED wall*
 - *2 wireless mic channels (handheld or clip-on mics available)*
 - *Podium with wired microphone and an HDMI cable*
 - *DVD/Blu-ray player*

- **Mary Hollis Clark Conference Center**

- *Large TV*
 - *Podium with wired microphone and an HDMI cable*
 - *DVD/Blu-ray player*

- *If you are planning to use our projector, TV or LED wall, please ensure that your laptop has an HDMI port or please bring an adapter.*
 - *You may schedule an AV test with Library staff prior to your event to ensure presentations run smoothly.*
- **City Heights Performance Annex:**
 - *At any time, the venue can provide two loudspeakers, two microphones, a mixer, and play pre-recorded sound with an aux cable. Please schedule a site visit to learn more about the venue's more advanced audio capabilities.*
 - *The venue has a built in projector screen. For the time being, we can only provide a projector on a case-by-case basis upon request. If you are planning to bring a projector, please ensure you have all of the necessary and compatible equipment, such as a device with an HDMI port or an adapter.*
 - *Please schedule an AV test with Library staff prior to your event to ensure presentations run smoothly.*
 - *Please contact centralevents@sandiego.gov to schedule a site visit or to learn more about the versatility of our stage lighting.*
- **Is power available for vendors and equipment?**
 - *Please work with Special Events Staff prior to your event to ensure outside equipment and vendors have sufficient power.*
 - *We have standard power outlets only and limited dedicated circuits in some spaces.*
- **How do I get alcohol for my event?**
 - *Please check with the [Office of Alcohol Beverage Control](#) whether additional permits are required for your specific event.*
 - *Private events such as weddings may not require permits if you use one of our exclusive caterers for bar service.*
 - *Fundraisers require an [ABC-221](#) permit and up to three signatures.*
- **Is Security available for my event?**
 - **San Diego Central Library:**
 - *Security is present in the library during open hours (M-T 11:30am-8pm, W-Sat 9:30am-6pm). Security will be added to your ancillary fees for events occurring after hours. Please refer to our ancillary fee breakdown [here](#) for more information.*
 - *If alcohol is being served for your event, we require the presence of at least 2 security guards.*
 - **City Heights Performance Annex:**
 - *Security is present in and around the joint facilities complex during the neighboring library's open hours (M-T 11:30am-8pm, W-Sat 9:30am-*

6pm). Security may also be requested for after hours events on a case-by-case basis.

- **Can I hang signs or banners in and around the Library?**
 - **San Diego Central Library:**
 - Signage must be approved by Library staff prior to the event.
 - Special Events has 3 sign-holders available for you to display signage for your event, however, you must provide the signs.
 - Signs must be 22"x28" with a portrait orientation, and be no thicker than cardstock.
 - **City Heights Performance Annex:**
 - Signage must be approved by Library staff prior to the event.
- **Are there smoking areas in the building?**
 - **San Diego Central Library:**
 - No. Smoking must be done on the sidewalk outside of the library.
 - **City Heights Performance Annex:**
 - Smoking is permissible only outside of Library property.
- **How do I get a floor plan for my event space?**
 - **San Diego Central Library:**
 - Available online at the following links, or please contact Special Events staff to receive a PDF:
 - [Shiley Special Events Suite](#)
 - [Neil Morgan Auditorium](#)
 - [Mary Hollis Clark Conference Center](#)
 - **City Heights Performance Annex:**
 - A floor plan is in development and coming soon. The indoor stage is 40ft x 40ft including where the audience sits, with a nominal amount of space for "backstage" and/or storage
- **Does the building have access for persons with disabilities?**
 - Yes. Both the San Diego Central Library and the City Heights Performance Annex are ADA accessible.
- **Are all of your special events spaces air-conditioned?**
 - Yes, all of our indoor spaces are air-conditioned.
- **Does the library provide parking?**
 - **San Diego Central Library:**
 - The San Diego Central Library has an underground parking structure with 180 spots, managed by ACE Parking.

- *Parking is not free, nor guaranteed. The city reserves the right to sell parking spots for seasonal events such as Padres games, and concerts at Petco Park.*
 - *To guarantee parking or to get rates, contact our Parking Manager from ACE Parking, Chris Shelton, at cshelton@aceparking.com.*
 - **City Heights Performance Annex:**
 - *The park and library have free parking areas after 6pm on weekdays and on the weekends. Nearby parking is limited and available on a first-come-first serve basis.*
- **Are fundraisers for other organizations allowed at the library?**
 - Yes.
- **Are religious, political, or coming-of-age events/ceremonies allowed at the library?**
 - **San Diego Central Library:**
 - Yes.
 - **City Heights Performance Annex:**
 - *For the time being, the Performance Annex is providing only City Sponsored Event (CSE) programming. More information about reserving the space for private, ticketed or revenue-based events is coming soon. For the time being, please refer to the Library's mission statement for an understanding of programs which fit under the CSE umbrella. You may also examine the selection the Library offers as Special Events venues: <https://www.sandiego.gov/public-library/central-library/special-events>*
- **Are candles allowed?**
 - *Only LED candles are permitted in the library. Open flames are strictly prohibited.*
- **What decorations are allowed/restricted**
 - *Most free-standing decorations are allowed.*
 - *Suction cups and vinyl clings can be affixed to windows/glass.*
 - *Magnets or hooks can be used on metal.*
 - *Only tapes with non-destructive adhesive may be used. This includes gaffer's tape, blue painter's tape, and post-it notes.*
- **Is your venue inclusive to all couples?**
 - Yes.
- **Can I hold my wedding rehearsal at the Library?**
 - **San Diego Central Library:**
 - *Wedding rehearsals are complimentary but granted based on availability. Please contact Library Staff to schedule and check availability.*

- **Where can my vendors unload?**
 - ***San Diego Central Library:***
 - *We have a loading dock located on 11th Avenue. Space is limited so please provide a timeline and stagger large deliveries to make sure load in and load out happen smoothly.*
 - *We have one large freight elevator that vendors can use to load directly into the Shiley Special Events Suite.*
 - ***City Heights Performance Annex:***
 - *On a case-by-case basis, we can permit vehicles to enter the complex and load directly in front of the stage.*
- **Do I have access to the whole library when I rent a Special Events Space?**
 - ***San Diego Central Library:***
 - *You and your guests must stay in the Special Events Space at all times. Any guests found outside of the rented Special Events Space will be escorted by security back to the event.*