



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

The Special Events Spaces at the San Diego Public Library's Central Library @ Joan A Irwin Jacobs Common were created to meet the community's needs for special events such as galas, concerts, conferences, mixers, holiday parties, weddings, and private parties.

Special Events Spaces are defined as spaces within the Central Library that include the Shiley Special Events Suite, Neil Morgan Auditorium, Mary Hollis Clark Conference Center, Helen Price Reading Room, and Qualcomm Dome Terrace with adjacent Valeiras Sculpture Garden. Study Rooms and Meeting Rooms are separate spaces and have different policies for their use.

The Library allows the rental of the Special Events Spaces by groups and individuals under the following conditions:

### **POLICIES**

1. 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 Special Events Spaces.
2. Renter is required to use a caterer from the Library's Exclusive Caterers list. Note that on the 9th floor there is a catering preparation space, which contains only a sink, refrigerator, and freezer. All other catering equipment will need to be provided by renter or Exclusive Caterer. Use of open flames and any containers larger than one gallon of flammable substances are not permitted above the first floor of the Library. Open flame cooking on the first floor of the Library must first be requested from, and approved by, the Library Special Events staff. Renter is required to use one of the Library's Exclusive Caterers for alcoholic beverage service.
3. 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.
4. Delivery, setup, and pick-up of all equipment brought into the Library facility are the sole responsibility of renter and may take place on the day of event ONLY. All vendors and equipment must vacate the facility by 12:00 AM on the day of the event. Failure to vacate the facility by 12:00 AM may incur additional fees.

5. The room setup diagram must be submitted to the Special Events Team a minimum of thirty days before the event.
6. 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 the Special Events Team.
7. 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 Special Events Team. In no manner will renter permit any employee, guest, or contracted individual to deface, damage Library property or its facility. Facility alterations are not permitted, including, but not limited to, window or door removal, window or door coverings, carpet removal and painting or modification of any facility surface.
8. 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. Library makes no warranties or representations whatsoever to renter, employees, guests, and contracted individuals.
9. 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 renter is required to work with the Special Events Team 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 renter immediately following the event.
10. 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.
11. 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](#).
12. Renter is responsible for managing the orderly behavior of all employees, guests, and contracted individuals. Minors must be supervised by adults. Misconduct by renter, employees, guests, or contracted individuals, or misrepresentation on the application, may result in the immediate termination of the event.
13. Renter agrees to release, hold harmless, defend and indemnify City from any and all liability for any loss, injury, and damages related to, directly or indirectly, the use of a Special Events Space.

14. Renter agrees that Library will not be liable in any manner due to Library's cancellation of an event. In the event of cancellation by the Library, every reasonable effort will be made to notify renter booking the Special Events Space at least two weeks in advance. However, the Library may cancel at any time.
15. San Diego Public Library reserves the right to revoke Special Events Space privileges at any time.
16. Payment of rental fees is due a minimum of fourteen days prior to the event.
17. Rental fees for these spaces are based on a minimum of a four-hour time period unless otherwise specified.
18. Rental fees will apply from the time renter and any associated vendors begin set-up, which includes any equipment delivery, until premises are vacated.
19. 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.)
20. Capacities are subject to change dependent on setup.
21. 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.
22. Rental Fees include:
  - Library, custodial, and security staffing during Central Library open hours
  - Free WIFI
23. Rental 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

## RENTAL FEE SCHEDULE

Space	Floor	4-hour Rental Fee Commercial/Private Individuals	4-hour Rental Fee Not for Profit	1-hour Rental Fee Commercial/Private Individuals	1-hour Rental Fee Not for Profit	Capacity	Square Footage
Neil Morgan Auditorium	1	\$2,040	\$1,716	\$510	\$429	300	5,000
Mary Hollis Clark Conference Center	1	\$292	\$219	\$73	\$55	46	688
Shiley Special Events Suite	9	\$2,900	\$2,137	\$725	\$534	500	3,500
<b>Shiley Special Events Suite Add-On Spaces*</b>							
Price Reading Room	8	\$2,000	\$1,500	\$500	\$375	120	2,000
Qualcomm Dome Terrace	9	\$1,690	\$1,267	\$422	\$317	129	900

\* The Price Reading Room and Qualcomm Dome Terrace can only be rented in addition to renting the Shiley Special Events Suite, and can only be rented outside of [Central Library open hours](#).

## DEPOSIT

A 50% non-refundable deposit is due upon booking the Neil Morgan Auditorium or the Shiley Special Events Suite (including any add-on spaces).

## WEEKEND BOOKING

A flat rate of \$500 will be added to weekend (Friday and Saturday) rentals of the Shiley Special Events Suite.

Authorized:

(Original Signed by Misty Jones)  
Library Director

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

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

- Type of Renter:  Not For Profit  
 Private Individual  
 Commercial  
 City of San Diego Department

<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>
_____	_____	_____	_____	_____	_____	_____

Renter Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

Email \_\_\_\_\_

Local Contact Name/Address/Phone Number (If different from Renter):  
\_\_\_\_\_

**The policies governing the use of the Central Library Special Events Spaces have been read, understood, and will be followed by renter. Failure to comply with any of the stated policies will result in the immediate cancellation of the event.**

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