



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

Revised 10.06.25

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

**EVENT ANCILLARY RATES**

Ancillary fees will apply for all events that occur at the Central Library during open & after hours.

- Library Staff
  - \$138.02 per hour (M-F 9am-5pm)
  - \$207.05 per hour for overtime (M-F 5:01pm-8:59am, evenings, & weekends)
- Janitorial Staff
  - \$33.68 per hour (M-F 9am-5pm)
  - \$50.52 per hour for overtime (M-F 5:01pm-8:59am, evenings, & weekends)
  - 4-hour minimum
- Custodial Staff (For City Events during Open Hours)
  - \$88.05 per hour (M-F 9am-5pm)
  - \$132.08 per hour for overtime (M-F 5:01pm-8:59am, evenings, & weekends)
  - 4-hour minimum
- Security Staff
  - \$41.14 per hour (M-F 9am-5pm)
  - \$61.71 per hour for overtime
  - 4-hour minimum
  - 1 security guard is required per every 100 attendees, per room/area.
  - 1 additional guard is required when alcohol is being served, per room/area.
- Room Set-Up Changes or Room Flips (during an event)
  - Anything over 15 minutes will require:
    - 1-hour labor charge (per room, per occurrence)
      - \$138.02 per hour (M-F 9am-5pm)
      - \$207.05 per hour for overtime (M-F 5:01pm-8:59am, evenings, & weekends)
- Heaters (per item)
  - 1-hour labor charge (per room, per occurrence)
    - \$138.02 per hour (M-F 9am-5pm)
    - \$207.05 per hour for overtime (M-F 5:01pm-8:59am, evenings, & weekends)

Special Events staff will work with the prospective renters to calculate the total costs associated with the event staffing hours needed.

**PARKING RATES**

- Contact Chris Shelton with Ace Parking at 858-329-2701 [cselton@aceparking.com](mailto:cselton@aceparking.com)
- Special parking allotments are available at a special rate with a non-refundable contract.

**PIANO TUNING RATE**

The piano in the Auditorium will be tuned by the library prior to the 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 \$275 per piano tuning.

**CONTACT US**

If you have questions about any ancillary charges, please contact the Special Events staff at [centralevents@sanidiego.gov](mailto:centralevents@sanidiego.gov).