



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

Event Title: _____

Is Renter a Not-for-Profit Organization? Yes / No (circle one)

Is Renter applying for a City Sponsored Event (CSE)? Yes / No (circle one)

Event Date	Event Set-up Time	Event Start Time	Event End Time	Event Exit Time	Event Space	Number of Attendees

Renter Name: _____ (Renter)

Address: _____ Phone: _____

City/State: _____ Zip Code: _____

Email Address: _____

Local contact name/address/phone number (if different from Renter):

All policies governing the use of the Central library Special Event Spaces have been read, understood, agreed to, and will be followed by Renter. Failure to comply with any of the stated policies will result in immediate cancellation of the event.

Renter Signature: _____ Date: _____



The Special Event Spaces, as defined below, at the San Diego Public Library's (Library) 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 Event Space(s): 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. Use of Special Event Spaces is overseen by assigned Library staff (Special Event Staff).

Renters: Library allows the rental of Special Event Space by organizations and individuals under the conditions listed in sections A and B below. Renters please read and initial sections A and B below.

CSEs: 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. For these collaborations the Library, or other collaborating departments within the City of San Diego (City), will sponsor events by individuals, businesses, or organizations, and allow use of the Special Event Spaces for such sponsored events under the conditions listed in sections A, B, and C below. Renters applying for a CSE please read and initial sections A, B, and C below.

SECTION A POLICIES

1. Renter shall obtain all law enforcement, fire marshal, and food service regulator permissions, inspections, and approvals, and any other City, State, or federal permits required for Renter's use and occupancy of the Special Event Space.
2. If *not* a CSE, then 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.

3. Basic cleaning for Special Event Spaces will be provided by the City before and after the event, and is included in both the standard and add-on 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, planners, and attendees before, during, and after the event. If the event produces hazardous waste or an excess amount of trash, Renter will be responsible for additional charges required to dispose of the waste as required by the City.
4. Payment of rental fees is due a minimum of fourteen days prior to the event or event may be subject to cancellation. Rental fees for the Special Event Spaces are based on a minimum of a four-hour time period, unless otherwise specified.
5. Rental fees will apply from the time Renter and any associated vendors begin set-up for the event, including any equipment delivery, until the Special Event Space is vacated.
6. Ancillary fees for Library, custodial, and security staffing will apply during any *non*-CSE use of the Special Event Spaces outside of Central Library open hours. See [Special Event Space Ancillary Service Rates](#) that are charged at the City's prevailing rate.
7. Capacities are subject to change depending on requested layout / set-up.
8. Not-for-profit Renters include not-for-profit 501(c)(3), not-for-profit public service groups, and other documented not-for-profit organizations. If *not* a CSE, documentation will be required to verify not-for-profit status; if such documentation is not approved by City, then Commercial/Private fee rates will apply.
9. Rental Fees include:
 - Library, custodial, and security staffing during Central Library open hours
 - Free Wifi
10. Rental fees do not include:
 - 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 open hours)
 - Additional cleaning charges

Section A Policies: Renter Initials_____

SECTION B POLICIES

1. 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 Special Event Staff. If alcohol will be served, Renter is required to use one of the Library's Exclusive Caterers for alcoholic beverage service, and must notify Special Event Staff at least thirty days before event.
2. Delivery, set-up, and pick-up of all equipment brought into the Library facility are the sole responsibility of the Renter and may ONLY take place on the day of event. All vendors and equipment must vacate the facility by 12:00 AM on the day immediately following the event. Failure to vacate the facility by 12:00 AM the immediately following day may incur additional fees or charges. A detailed timeline of the event, including set-up time, vendor arrival times, and break-down time must be submitted to Special Event Staff at least fourteen days before the event.
3. The room layout / set-up preference must be submitted to the Special Event Staff at least thirty days before the event.
4. 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 Event Staff.
5. 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 Event Staff. Renter will prevent any employee, guest, or contracted individual from defacing or damaging any Library property or 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.
6. Renter is responsible for any damage, destruction, or loss of any property or item occurring prior to, during, or following any event, NOT Library. Library makes no warranties or representations whatsoever to Renter regarding the condition of any Special Event Space.
7. Signage to publicize an event or provide directional information may be posted with permission from the Special Event Staff, but 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 Event 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](#). Signage must be removed by Renter immediately following the event.

8. The Central Library is located within a residential district. 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, Renter is fully responsible for all arrangements, contracts, and licensing requirements with any musician, musical group, or other music provider. All events must end by 11:00 p.m. See [San Diego Municipal Code §59.5.0401](#) for sound level limits.
9. Renter is responsible for managing the orderly behavior of all employees, guests, and contracted individuals. Minors must be supervised by adults. Misconduct by Renter or Renter's employees, guests, or contracted individuals, or misrepresentation on the application, may result in the immediate termination of the event.
10. Renter agrees to release, hold harmless, defend, and indemnify CITY from any and all liability for any claim, loss, injury, and damage related, directly or indirectly, to Renter's use of the Special Event Space.
11. 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 at least two weeks in advance of the respective event. However, Library may cancel at any time.
12. Library reserves the right to revoke Special Event Space privileges at any time.

Section B Policies: Renter Initials _____

SECTION C POLICIES (CSEs Only)

1. Event must be free, open to the public, and support the Library's mission to inspire lifelong learning through connections to knowledge and each other.
2. Renter will not solicit funds or personal information from attendees, nor promote any commercial services.
3. Library logo must appear on all marketing and promotional materials including social media. <https://www.sandiego.gov/communications/design>
4. All marketing and promotional materials, including social media posts, must be provided to Library for review and approval prior to publication.
5. Renter will report back to Library after the event with all tracked marketing statistics.
6. Library will have the opportunity to provide opening remarks and other comments at the event.
7. Library will have the opportunity to provide a table of Library materials at the event when appropriate.
8. Library will have the opportunity to be included in any panel or topic discussion when appropriate.

Section C Policies: Renter Initials _____

Rental Fee Schedule

Space	Floor	4-hour Rental Fee Commercial/Private	4-hour Rental Fee Not for Profit	1-hour Rental Fee Commercial/Private	1-hour Rental Fee Not for Profit	Any Length Rental Fee CSE	Capacity	Square Footage
Neil Morgan Auditorium	1	\$2,040	\$1,716	\$510	\$429	\$0	300	5,000
Mary Hollis Clark Conference Center	1	\$292	\$219	\$73	\$55	\$0	46	688
Shiley Special Events Suite	9	\$2,900	\$2,137	\$725	\$534	\$0	500	3,500

Shiley Special Events Suite Add-On Spaces¹

Price Reading Room	8	\$2,000	\$1,500	\$500	\$375	\$0	120	2,000
Qualcomm Dome Terrace	9	\$1,690	\$1,267	\$422	\$317	\$0	129	900

¹ 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](#). The Price Reading Room is only available with special approval from the Library Administration.

DEPOSIT

A 50% non-refundable deposit is due upon booking the **Neil Morgan Auditorium** or the **Shiley Special Events Suite** (calculation of 50% deposit must include cost of 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