



CITY OF ENCINITAS LIBRARY ROOM RESERVATION APPLICATION

Submittal of this application does not constitute approval of use. Confirmation of your reservation will be emailed when the request is approved. The permit fee balance is due two weeks prior to the event and the applicant is required to sign an approved Facility Use permit at that time.

EVENT INFORMATION

EVENT NAME/ TITLE			
EVENT DESCRIPTION			
ATTENDANCE		ADMISSION FEE	\$

ORGANIZATION INFORMATION

ORGANIZATION			NON-PROFIT, EIN #	
ADDRESS				
TELEPHONE		EMAIL		

APPLICANT INFORMATION

NAME				
ADDRESS				
TELEPHONE		EMAIL		

ROOM USE INFORMATION

ROOM REQUEST <i>After Hours – When Library is Closed</i>	<input type="checkbox"/> Community Room	<input type="checkbox"/> Community Room (After Hours)	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Computer Lab (After Hours)	
TECHNICAL EQUIPMENT	<input type="checkbox"/> PA System & Microphones	<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> Equipment Assistance Needed		
ROOM EQUIPMENT	<input type="checkbox"/> Piano & Bench	<input type="checkbox"/> Music Stand(s)	<input type="checkbox"/> Stools	<input type="checkbox"/> Chairs	<input type="checkbox"/> Table(s)
SPECIAL LIGHTS	<input type="checkbox"/> Stage Spotlights				
ROOM USE	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Serving Drinks	<input type="checkbox"/> Serving Alcohol	<input type="checkbox"/> Selling Alcohol	

GROUP CATEGORY PRIORITIES	Hourly Fee Community Room Regular Hours	Hourly Fee Community Room After Hours	Hourly Fee Computer Information Literacy Lab	CLASSIFICATION	EXAMPLE USES
Category I	No Charge	No Charge	No Charge	City and County Library Uses and Programs	City of Encinitas or County Library sponsored or co-sponsored cultural, fine arts, library programming and educational events.
Category II	\$30.00	\$46.00	\$15.00	Resident Non-Profit Educational, Service, Civic Organizations and other Public Agencies.	Civic groups, service organizations, public school districts, foundations, and other public agencies whose purpose and programs are beneficial to the general public.
Category III	\$70.00	\$86.00	\$25.00	Resident Private Groups and Special Interest Non-Profit Organizations.	Private educational organizations, special interest clubs and homeowners associations.
Category IV	\$125.00	\$141.00	\$50.00	Non-Resident Private Groups and Commercial Entities.	Private non-resident private organizations, conferences, meetings, instructional programs, business organization functions, trade shows, company trainings and seminars, fairs and events.

Two hour minimum with additional time use charge in one half hour increments

CONDITIONS OF USE

1. Groups using the Community Room and Computer Information Literacy Lab will observe, obey, and comply with all applicable City, County, State and Federal laws, rules and regulations.
2. No smoking is permitted inside the facility. In addition, no smoking is permitted outside the building within 20 feet of the main entrances, exits and operable windows. (California Government Code §§7596-7598).
3. Animals are not permitted unless they are service animals used in aiding an individual.
4. Advertising of Event/Facility Use -Applicant shall not promote their event with the Library name and address location without a signed, approved Use Permit. Advertising materials used at the Library (flyers, posters, banners, etc.) shall be submitted to the library and city for approval and posting and will be displayed when deemed appropriate by the City of Encinitas and as space permits. Any items posted or distributed which have not been approved, will be removed and discarded.
5. General Solicitation, Selling, Advertising at Library - No individual or group shall set up or maintain any exhibit, show, screening event, act, concert, lecture or similar activity on Library property without an approved permit from the City of Encinitas.
6. Limited Use - The City of Encinitas reserves the right to limit the use of the Community Room and Computer Information Literacy Lab.

7. All groups must be under the direction and supervision of their own leadership. There must be at least one adult present and responsible for each 10 minors at all times.
8. Damage Responsibility - The City is not responsible for damage or theft to any equipment or property of facility user groups. All facility user groups are solely responsible for the care, safety and security of their own, leased or contracted equipment and supplies.
9. Storage - Due to limited space, there shall be no overnight storage of equipment and supplies for facility user groups.
10. Decorations and Signage - All decorations and signage are the responsibility of facility user groups. Staff reserves the right to request the removal of any decorations that may be considered a fire hazard or which may be damaging to equipment or facility.
11. Noise Control - Noise levels should not interfere with ongoing library activities or violate local ordinances. User groups are responsible for controlling noise that could be disturbing to other activities in the Library.
12. City Right to Enter - Designated Library staff and City officials shall have the right to enter all portions of the Community Room at all times and occupancies.

COMMUNITY ROOM

1. The primary purpose of the Community Room is to provide a facility to conduct public library programming services and programs of a cultural, academic fine arts and intellectual purpose.
2. Liability insurance of \$1,000,000 is required for all events, except for sedentary meetings. The City can provide coverage if you are unable to obtain it from a private source. The rates vary and depend upon the type of event and the number of attendees. If alcohol is being served the Certificate of Insurance must specifically state "Alcohol Included."
3. A deposit is required if food or beverage are being served.

Food/Beverage (non-alcoholic)	\$100
Food/Beverage (alcohol)	\$300

The deposit fee is refundable upon satisfactory condition of the facility following the event.
4. Alcohol Permits & Fees – Applicant is required to obtain all necessary licenses for the service or sale of alcoholic beverages from the California Department of Alcohol Beverage Control (ABC). If alcohol is being sold or contractually provided (by a caterer, vendor or party planner) or admission fees are being charged, or donations solicited, an ABC License will be required.
5. Alcohol Use and Consumption – An individual shall not transport open beverage container or consume upon unauthorized areas of library property or parking lot any intoxicating liquors. Alcoholic beverages are restricted to the Community Room only and restricted to alcoholic beverages of 15% alcoholic content or less.
6. Red wine, punch grape drinks or other red or purple beverages are discouraged due to the difficulty of removing stains from carpets, tiles, and furniture.
7. Room Capacity – Seated: 170, all attendees must be seated, standing room is not allowed per the Fire Marshall. Four foot aisles must be maintained.

8. Permit holder will be responsible for set up, take down, and leaving the room in good condition. All tables and chairs are to be returned to the storage room. This is to be done within the hours booked by the organization.
9. The Community Room kitchen is not intended for cooking, but rather to provide convenient space for the preparation of ready-to-serve items. The Library does not provide supplies such as cups, containers, paper goods, tea and coffee.
10. Recyclables – User organization are responsible for sorting and placement of recyclable materials in designated receptacles.
11. **TICKET SALES** - Set up a table in the Reception Desk, near the Community Room entrance, to handle ticket sales. Open one outside door and put the kick stand down for easy access by the public into the Reception Desk. Give concert attendees a ticket and station a volunteer at the door during the program to manage access—do not let anyone in without a ticket. Before the concert, station two volunteers in the room, one by the kitchen door and one by the patio doors, as attendees may let people in without purchasing tickets. Secure any cash or checks in a safe place during the concert. Do not leave money unattended.
12. **CD AND MERCHANDISE SALES** - Set up a table near the back wall of the Community Room or in the Reception Desk for merchandise sales. After the concert, you will need to move to the table and handle sales, unless you have a volunteer oversee this. You may also place your concert fliers, postcards, business cards, etc. on the table for the public.

COMMUNITY ROOM AFTER-HOURS

1. All Conditions of Use requirements as stated for regular Library hours will be in effect for After-Hours programs.
2. After-Hours is when a program takes place in the evening, when the library is closed. Library is open Monday-Thursday, 9:30AM-8PM; Friday and Saturday, 9:30AM-5:00PM; Sunday 12:00-5:00PM.
3. Non-profit and community arts organizations may rent the Community Room after-hours for public art programs.
4. After-hour rentals require the presence of an authorized Facility Attendant, City employee or San Diego County Library employee.
5. The after-hours room rental rate includes the hourly charge of \$16 for the Facility Attendant. Permit holders who exceed the permit end-time will incur an additional 30-minute minimum charge for the Facility Attendant services.
6. A two hour minimum is required for a Facility Attendant.
7. After-Hours programs must end by 10:00pm.

COMPUTER INFORMATION LITERACY LAB

1. The primary purpose of the Computer Information Literacy Lab is to provide a classroom type facility to conduct facilitated instructional activities to improve computer related learning, learning support, and computer research skills.
2. No food or drinks are allowed in the Computer Information Literacy Lab.
3. No technical support is available on-site.
4. Users may not damage equipment, alter computer software configurations or install personal hardware or software on Lab computers.
5. Users should be aware that Internet sites may contain materials that may be considered controversial, offensive, obscene, inaccurate or illegal. The City cannot monitor Internet use or does it control the content of materials users find on the Internet.
6. All Lab Computers with Internet access have a commercially produced filters installed to block sites that contain specific content that may be considered obscene, pornographic or harmful to minors. The software only reduces the possibility that users can access sites which may be inappropriate, and the City cannot guarantee that filters will block everything that might be considered obscene, pornographic or harmful to minors. Users access the Internet sites at their own discretion.
7. Permit holder will be responsible for leaving the room and equipment in good condition.

EQUIPMENT INFORMATION – COMMUNITY ROOM

1. Four music stands, two 3' tall stools, a two person piano bench, plus 150 audience chairs and 20 rolling tables (24" x 60") are available for use.
2. The Community Room has a public address system with ceiling speakers, 2 cordless mics and stands, and 1 lavalier mic that clips to the lapel. The control panel for the PA system is in the storage room on the west wall. Turn on the red power switch at the top. The volume control for the 4 mics should be set between 3-4. Do not touch or change any other controls. Take the silver key that is hanging from the antenna on the control panel and open the small wood computer cabinet in the community room. (If the key is missing, ask the Facility Attendant for the key.) The drawer inside the cabinet contains the mics and spare batteries. On the cordless mics, press the left button—green is on, yellow is mute, no light is off. Do not touch the button on the right as the mic may not work. Test the mic(s) to make sure the volume is set to the desired level. There is a laminated tutorial in the cabinet drawer that gives info on using the mics, computer, DVD projector and overhead screen. After your event, return the mics, turn off the equipment, lock the cabinet and return the key.
3. To use the projector screen, turn the key on the west end of the north wall, the screen will lower automatically. To use the DVD projector, get the key to the computer cabinet, turn on the computer, press the button on the concrete wall, take the silver remote from the drawer, stand under the projector and press the on button twice. The red light under the projector will turn on. There is a laminated tutorial in the cabinet drawer that gives info on using the mics, computer, DVD projector and overhead screen.

4. If using Media Player software on the computer, the volume control is on the bottom right of the screen, or you may use the volume control buttons on the keyboard, upper right.
5. **GREEN ROOM** - The Community Room kitchen, or the Computer Lab, can serve as the Green Room—get the key from the Facility Attendant. You may leave personal belongings there. Close and lock the door during the concert for security purposes.
6. **CONCERTS WITH PIANO** - To use the Steinway B concert grand piano, you will need to get the piano key and Community Room key from the Facility Attendant. (During library hours, library staff can provide the keys.). The piano is tuned quarterly and is in concert condition.
 - Take off the plexi “do not play” sign and unlock the piano cover. Remove the piano cover and the string cover inside the piano. Unlock the kitchen and place these items on the counter in the kitchen. Carefully remove the piano bench from the kitchen and carry it to the piano.
 - The piano cover leaves lint on the piano case. You will need to bring a duster, or soft cloth, to carefully wipe off the dust.
 - Do not move the piano. If you do, you will be charged for re-tuning the instrument and risk not being allowed to rent the room in the future.
 - After your concert carefully replace the string cover, put on the piano cover and lock it, and put the sign on top of the piano. Carefully place the piano bench in the kitchen. Return the two keys to the Facility Attendant.
7. **SPOTLIGHTS ON THE PIANO** - There are two light controls in the storage room that turn on 8 overhead spotlights, directed at the area around the piano. Use the room key to access the storage room. There are directions on the controls—set each control to “1”, or high. When you leave, turn off the piano spotlights. The main room lights will also switch off at the same time.
8. **ART EXHIBIT LIGHTING SYSTEM** - The Community Room has an LED lighting system for the visual art exhibit. The system is activated via sensors in the room—it turns on when the room is occupied. We prefer the lights remain on at all times, unless you are showing a film. If you want to turn the lights off the switch is in the storage room. When you leave, turn the LED lights back on.
9. **WINDOW SHADES** - The public finds the brightness from the windows makes it difficult to see the musicians during a performance. We recommend you lower the 4 center black window shades to the floor. You will still be able to see the view. When you are done, raise the shade nearest each set of patio exit doors, leave the 2 shades behind the piano lowered to protect the instrument.
10. **PREFERRED CONCERT SETTING** - For the ideal concert setting, we recommend the piano spotlights and art lighting system be turned on and the overhead ceiling lights be turned off, or on the lowest setting—4. If it is daytime or dusk, lower to the floor the 4 black shades behind the piano to eliminate the bright glare from the windows for the audience. If the sun has set, you may raise the shades to enjoy the remainder of the sunset