Bonita-Sunnyside Branch Community Room: FAQ

Who can use the community room?

The Bonita-Sunnyside library community room is available for use by organizations and individuals engaged in educational, cultural, intellectual, charitable or commercial activities, such as governmental agencies, civic groups, community service organizations, local clubs and businesses. Programs and meetings must be open to the general public and may not be restricted to members of the organization sponsoring the event, with the exception of governmental agencies.

- For-profit groups or individuals: 0-2 hours = $50.00*. The room may be booked for longer than two hours and will be charged for every two hours or portion thereof. (0-2 hours = $50, 2-4 hours = $100, etc.) *cash or check payment only*
- Non-profit groups: the room can be reserved for two hours, if additional time is needed, please check with staff. Nonprofit groups must provide documentation showing their non-profit status, such as a current copy of their 501(c)(3) tax exempt status or other documentation.

Please note: All organizations are responsible for their own set-up and clean-up of the room and is included within their booking time. Ex. a 6:30pm-8:30pm booking might look like this: set-up 6:30-7:00pm, program 7:00-8:00pm, clean-up 8:00-8:30pm

**If this is the first time your group will be using the space, please come to the branch and submit an application in person with a current government-issued photo ID. The application must be both submitted and approved to finalize bookings.

Can I host a private birthday party, wedding or a private meeting?

No. Use of the room is only for educational and community enrichment.

Can I charge admission for a program or sell my product/services?

No. Groups and individuals may not charge fees for admission, nor can they sell goods and services onsite.

How many people can use the community room?

The community room has a seating capacity of 85 people; standing room capacity of 174. There are 97 chairs and 15 tables available for use. Groups booking after 8 p.m. are asked to be out by 10 p.m. to allow for janitorial clean-up.

Can I bring food into the room?

Yes. Light refreshments may be served at no extra charge. However, a custodial clean-up fee of $25 will be charged if additional food is served. Food must be confined to the Community Room. Red punch or other high staining beverages and foods should be avoided. Groups are asked to clean up after themselves. Cleaning supplies are available in the room's kitchenette. Smoking, open flames and alcoholic beverages are not permitted. Should the room be found in poor condition after the event, the organization responsible may be denied future use or billed for damages.

Do you have equipment for presentations?

Yes. We have the following available for use or check-out:

- Two lapel microphones and one hand-held microphone
- Sound system
- Projector and screen
- Dry erase board

- Free Wi-Fi access
- Auxiliary and VGA ports to connect computers or other devices to the sound system and/or projector
- VGA cable with attached auxiliary cord (*available for checkout from the library prior to your event*)
- HDMI to VGA Converter (*available for checkout from the library prior to your event*)
- Mac to VGA Converter (*available for checkout from the library prior to your event*).

How often can I book the room?

Groups may use the Community Room once per week, with a week being <u>Monday through Sunday</u>. Bookings may be made up to three months in advance. Ex. on 2/1/16, we can schedule bookings through 5/1/16. Library-sponsored programs, government agencies and literacy-tutoring programs are exempt from this guideline and can book more than three months in advance.

<u>Application Process</u>

- Applicants must fill out and complete a County-issued Community Room application prior to using the room.
- Applicants must present a current, government-issued photo ID when submitting the application.
- Once the application is submitted and approved, bookings may be scheduled in person or over the phone. Any booking by a for-profit must be paid in person at the time of booking, or by the end of <u>two business days</u> of scheduling an event in order to secure the booking. If not, the booking(s) will be cancelled.
- Room applications expire one year from date approved.

<u>Keys</u>

- Community Room keys can be issued to groups using the community room after hours. They can be issued up to two days in advance of the booking. Authorized applicants or people whose names have been listed on the application are the only people approved to pick up a key.
- Staff is required to check the photo ID of the retriever of the key.
- Keys must be returned within two days of the event. Late keys will result in a $25.00 fee.
- You may return the key and any checked out cables via the branch's <u>outside bookdrop</u>.

What if the Bonita Community Room is booked? Are there other options?

- **Lincoln Acres Community Room, 2725 Granger Avenue.** This room can be used for parties and celebrations. County Parks and Recreation manages this room. Amenities include tables, chairs, refrigerator, stove, two sinks and a microwave. Information and reservations: (858) 565-3600.

- **Chula Vista Library – Civic Center Branch, 365 F St. and the South Chula Vista Branch, 389 Orange Vista Ave.** Call for more details: (619) 691-5176.

- **Bonita Museum and Cultural Center, 4355 Bonita Rd.** has a large museum space that is available for booking. Rates are: $100 per hour for a two-hour minimum. (Non-profit rate is $75.00/hour) For more information, please call, (619) 267-5141.
- **Chula Vista Golf Course Conference Room, 4475 Bonita Road.** has a conference room which is available for booking. For more information please call (619) 479-4141.