

Thank you for your interest in the use of the Auditorium and Meeting Room at Carlsbad City Library!

Please note that applications for reservations must be submitted at least two weeks in advance. Follow the simple steps on the reverse side to check availability and to make a reservation.

Information Online: www.carlsbadlibrary.org

Online Reservations: www.carlsbadconnect.org

The Meeting Room and Auditorium are available to reserve during Library hours:

Monday - Thursday	9 a.m. to 9 p.m.
Friday and Saturday	9 a.m. to 5 p.m.
Sunday	1 to 5 p.m.

Reservations are accepted outside of library hours listed above and are billed at triple rates.

Fees:

Auditorium and meeting room fees are on a sliding scale based on the organization's address and tax-exempt status.

Auditorium: fees range from \$50 - \$150 per hour* (2 hour minimum)

Meeting Room: fees range from \$20 - \$60 per hour* (2 hour minimum)

Additional Services:

A/V Technician \$20 per hour (automatically billed to all Auditorium events)

Digital Video Projector \$20 (flat fee)

Other services are available, contact the Community Relations office at media-assist.office@carlsbadca.gov or 760-602-2055 for more information and pricing.

Cancellations and Reservation Changes:

Cancellations or changes to a reservation must be made in writing to media-assist.office@carlsbadca.gov. All reservations cancelled less than two weeks prior to the event date will be assessed a \$25 cancellation fee.

Payment:

We can accept credit cards online at www.carlsbadconnect.org or over the phone. Checks made payable to "City of Carlsbad" can be mailed to Community Relations at 1775 Dove Lane, Carlsbad, CA 92011 or delivered in person at the Library's Accounts Desk.

To view our **full fee schedule** and **policies and procedures**, please visit our website at www.carlsbadlibrary.org click on "Events" and then "Meeting Space." For further information, please call 760-602-2055.

Organization Instructions: How to Reserve the Ruby G. Schulman Auditorium or Gowland Meeting Room

Step 1 Navigate to www.carlsbadconnect.org

Step 2 Signing in or Creating an Organization's Account

Select **"Log In/Create Account"** at the top left side of the screen and then **"Create Your Carlsbad Account"** from the dropdown menu (light blue box).

- Select **"Organization"** and enter the organization's name in the **"Organization Name"** section.
- **"Point of Contact"** is the main contact for the organization.
- **"Organizational email"** should be main email that you want to receive emails to, will also be used as user name for account.
- **"Phone 1"** should be the main contact phone number for the organization. You can add additional contact numbers if desired.
- Enter the email of the main contact in **"Email Preferences"** and select the email notifications you would like to receive. We recommend selecting **"Courtesy Notices"** at a minimum.
- **"Address Line 1"** is the mailing address for the organization.
- **"Password"** follow instructions in blue for password creation.
- Click **"Next Step: Other Account Members."** You can either click **"Save & Close"** if you are done, or add additional members to the account (you can also add additional members later) then click **"Save & Close"** when done.

Signing into your account:

- Select **Login/Create Account** and then **"Log In with Email"** from the dropdown menu (green box). Enter your email and password then click **"Log In."**
- If you forget your password, click on **"Forgot Password?"** to reset it.

Step 3 Reserving a room at the Carlsbad Library

- Select on **“Library & Cultural Arts”** from the selection box area (highlighted in pink).
- Select **“Carlsbad City Library”** and select either the **“Gowland Meeting Room”** or **“Schulman Auditorium”** which provides information about the space. Scroll down to the bottom of the page to start your reservation.
- *Georgina Cole Library is only available for city or library events.*

Step 4 Creating the Reservation:

1. Select Date: Start the reservation by selecting a date on the calendar at the bottom of the page. The available times for the day selected will appear on the right side under **“Available Times.”**
2. Select Rate: Select the category of your organization.
 - a. Non-profit organizations initially will setup an account as an individual or business/commercial until the non-profit documentation is received. Your non-profit documents can be uploaded into your account or be sent by email to media-assist.office@carlsbadca.gov. Your account will be updated by the Community Relations staff after the documents are received.
 - b. Individual applies to a personal rental or a group that is not a formal organization or Business/Commercial.
3. Select Time: Enter the full amount of time for your event including the setup and breakdown time. All reservations must be a minimum of two hours which can include the setup and breakdown time. The system will not allow you to reserve less than two hours.
4. Recurring: To request a recurring reservation select **“Repeat this reservation”** and select either **“Daily,” “Weekly”** or **“Monthly”** then enter a date in the **“Repeat Until”** section. *Annual reservations are not available. Please review our Advance Booking information on the Fees and Policies webpage at www.carlsbadlibrary.org.*

Step 5 Checking Out

- Select the **“Checkout”** button on the lower right-hand side of the page.
- On the **“Forms”** page, view or print our Library Policies and Procedures. By selecting **“Confirm Forms”** you have agreed to comply with the library’s policies and procedures.

Step 6 Complete the “Prompts”

- Enter the title of your event in “What is your event for?” section.
- In the “How would you like your room set up?” section enter the event times, how you would like the room to be set and if there is any required A/V equipment.
- The auditorium is a fixed seating venue. Additional fees will be charged for additional microphones beyond the four wireless that are included with the room fees, the video projector and piano tuning. If you need any of these services, please select them in the correct prompt area.
- In the “How many people will be attending your event?” section, enter the estimated attendance for your event.
- Click **“Submit Responses”** when complete.

Step 7 Waiver Agreement

Read the waiver, click on “I agree on behalf of organization name” and sign the waiver (electronically). Click on **“Confirm Waiver Agreement.”**

Step 8 Payment Screen

The **“Payment”** screen provides an opportunity for you to add or remove a projector if needed. When completed select **“Review Transaction.”**

Step 9 Review & Confirm

- Review your request to confirm your reservation date(s), time(s) and equipment are accurate.
- Select **“Complete Transaction”**
 - The amount that appears on the receipt is an estimate. Final pricing will be on the invoice you receive after the Community Relations office processes the reservation.
 - The Community Relations office will contact you by email within 3 -5 business days; if your request is approved you will receive an invoice for payment due 30 days in advance of your event or upon receipt of the invoice if the request is made less than 30 days in advance.
 - A link for credit card payments online will be included in the email. Payments can also be paid by check made out to the “City of Carlsbad” and either mailed or dropped off to Community Relations, 1775 Dove Lane, Carlsbad, CA 92011.

Changes or Cancellations

All reservation changes or cancellations must be made in writing to the email account media-assist.office@carlsbadca.gov. A \$25 cancellation fee will be assessed if the cancellation is received less than two weeks prior to the event.