

ISLA VISTA COMMUNITY SPACES GUIDE BOOK

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1 Community Spaces Overview

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Our Available Spaces

Isla Vista Community Center:

The facility at 976 Embarcadero del Mar & its patio.



Community Center exterior

Isla Vista Community Room:

The room on the first floor of the Isla Vista Community Resource Building at 970 Embarcadero Del Mar



Community Room exterior

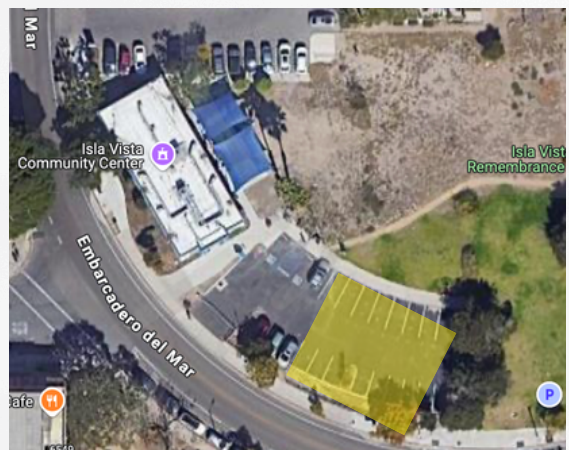
Other Spaces

IVRPD Parking Lot:

Located in front of the community center. To use this lot during your reservation you must obtain approval from the Isla Vista Rec & Park District (IVRPD).

Conference Room:

Located on the second floor of the 970 Embarcadero del Mar building, only to be used by tenants of the building.



The IVRPD Parking lot (highlighted in yellow) located in front of the Community Center

1 Community Spaces Overview

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Parking

Street Parking:

Nearby street parking is available, but hard to come by.

Solar Parking Lot:

Metered parking available to the public. Located on the Pardall and Embarcadero Del Mar intersection.



Solar Parking Lot

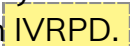
PARKING NEAR OUR SPACES

Parking Lot Behind the Community Center:

Portions of this parking lot are available during certain hours for those renting the Community Center and the Community Room

-  Parking NOT Permitted
-  Parking Permitted
-  No parking between 9am and 5pm

IVRPD Parking Lot (yellow):

Located in front of the community center. To use this lot you must obtain approval form 



Parking Lot behind the Community Center and the IVRPD Parking Lot

Fees + Policies

As we continue to grow and adapt, we remain committed to keeping our spaces as accessible as possible while also accommodating the increasing demand. To achieve this balance, we are introducing a new pricing structure that supports both accessibility and sustainability in maintaining these valuable resources.

KEY CHANGES:

Updated Pricing Structure: Community spaces will remain extremely low-cost, and in some cases, free. The pricing is based on time and accessibility. Accessible events open to the public will benefit from lower costs. Non-prime times will be available at extremely low costs or even free on occasion.

Sliding Scale Payment Options: For Isla Vista residents who qualify and apply, sliding scale payment options are available to ensure continued access to our spaces.



Pricing Guidelines

Pricing is based on time and accessibility, with prime times and private events being priced higher than slow times and public events.

Events should be free or low-cost if they:

- Provide high community benefit or
- Are open to the public or
- Occur during non-prime times



Events incur a higher fee if they:

- Are closed to the public or
- Occur during prime times or
- Generate a private revenue

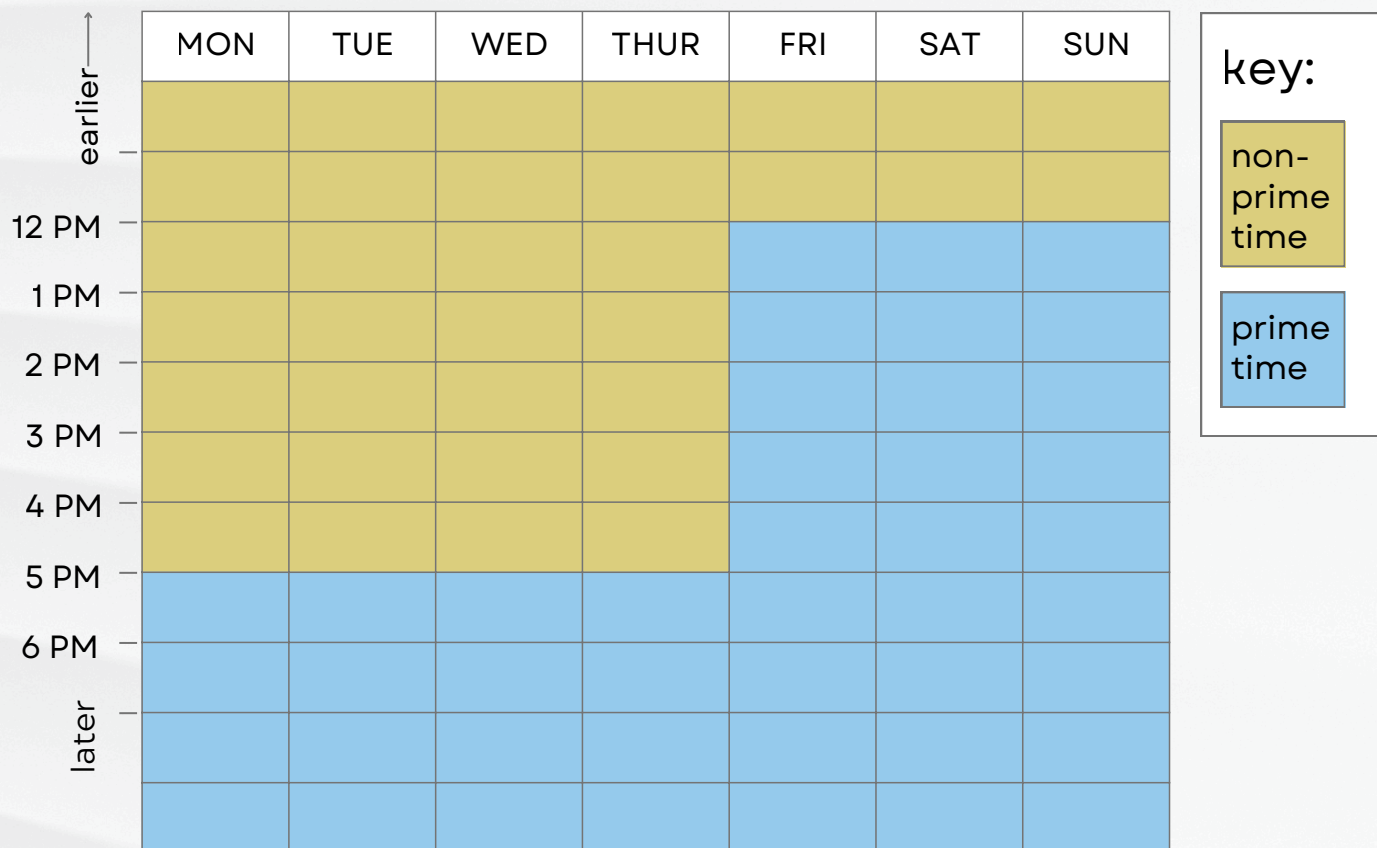


Prime Time Slots

To keep your event low/no cost, choose a non-prime time. Prime times are periods of highest demand at the Community Spaces.

Prime Time Slots:

- Monday - Thursday: From 5 pm - 12am
- Friday - Sunday: From 12 pm - 12am
- Monday and Friday Discounts Apply: Discounted rates for eligible groups and events (see sliding scale pricing).



Sliding Scale Discounts

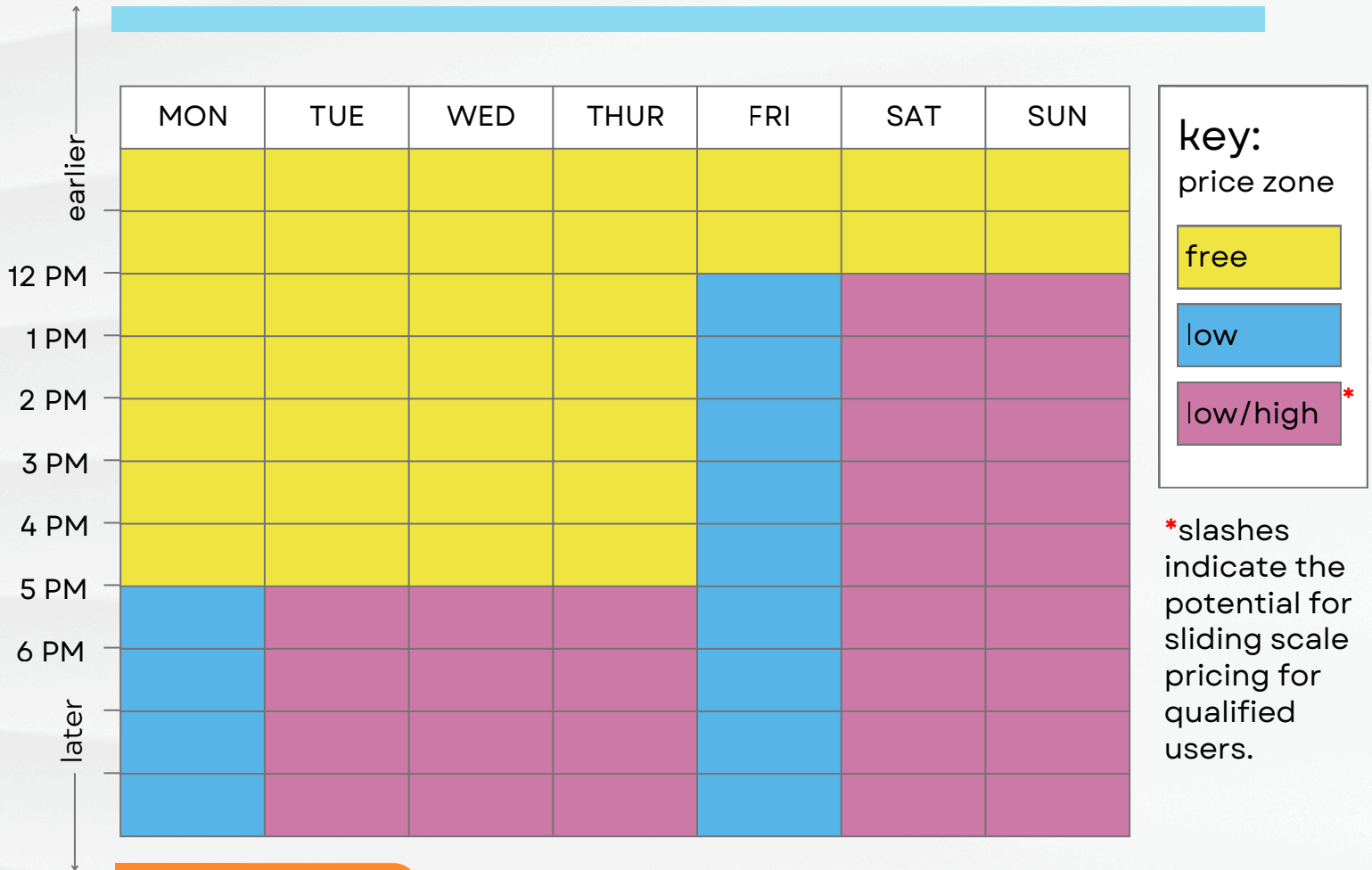
1. **Local IV Residents:** Eligible residents (e.g., families, low-income households) can apply for sliding scale payments.
 - **Required Documentation:**
 - Proof of enrollment in a low-income program (e.g., medical, food stamps, electricity breaks) and
 - Proof of residence and
 - Overall event budget
2. **Nonprofits and Isla Vista Businesses:** Eligible groups can apply for sliding scale payments **based on their operational budget AND type of event.**
 - **Budget Categories:**
 - Operational budget of \$1 million or more: **Higher rate.**
 - Operational budget of less than \$1 million: **Lower rate.**
 - **Event Types:**
 - **Free** if the event **provides services and is open to the public.**
 - **Low cost** if the event is for **internal planning and closed to the public.**
 - **Higher cost** if the event **generates revenue or is closed to the public.**
3. **Student Clubs:**
 - **Low cost** if **open** to the public.
 - **Higher cost** if **closed** to the public.

Fair Access and Priority:

- Reservations and fee assessments will be processed on a first-come, first-served basis.
- The fee categories specified above serve as the baseline for charging events; organizers are encouraged to plan and submit their requests promptly to secure their preferred dates and pricing categories.

Open Events

If your event is open to the public, check here to find your price zone



IMPORTANT!

When submitting an event on the Community Calendar webpage, please enter your event's price zone under the "Note to Calendar Administrator" section

High Pay:

\$25 per hour for the Community Center
\$10 per hour for the Community Room

Low Pay:

\$20 per hour for the Community Center
\$8 per hour for the Community Room

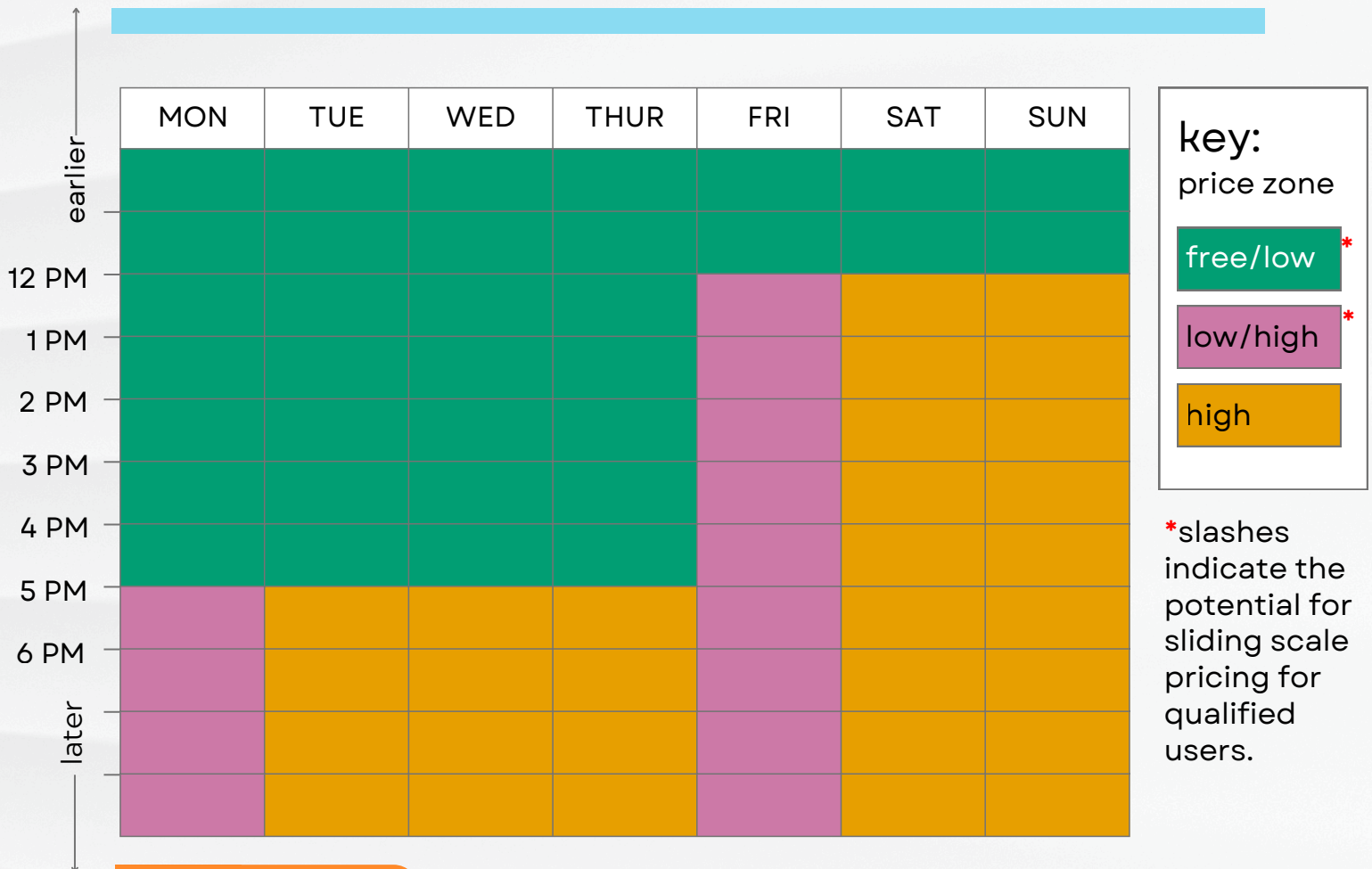
Setup and cleanup time must be included as part of your hourly total.

*Sliding Scale Payment Exceptions:

Sliding scale payment exceptions are available for local Isla Vista Residents, non-profits, local IV businesses, and student clubs. See page 7 for more details

Closed Events

If your event is closed to the public,
check here to find your price zone



IMPORTANT!

When submitting an event on the Community Calendar webpage, please enter your event's price zone under the "Note to Calendar Administrator" section

High Pay:

\$25 per hour for the Community Center
\$10 per hour for the Community Room

Low Pay:

\$20 per hour for the Community Center
\$8 per hour for the Community Room

Setup and cleanup time must be included as part of your hourly total.

*Sliding Scale Payment Exceptions:

Sliding scale payment exceptions are available for local Isla Vista Residents, Non-profits, Local IV businesses, and student clubs. See page 7 for more details

1 Reservation Opening

Timing for Reservation Openings:

- **Winter Quarter** Reservations: Open on **December 1st** of the preceding year.
- **Spring Quarter** Reservations: Open on **March 1st** of the same year.
- **Summer** Reservations: Open on **June 1st** of the same year.
- **Fall Quarter** Reservations: Open on **September 1st** of the same year.

Exceptions:

- **High-Intensity** Non-Recurring Events:
 - Can be **reserved up to 6 months** in advance.
 - Includes large-scale conferences, festivals, & community-wide gatherings.
- **Weddings:**
 - Can be **reserved up to 1 year** in advance. (See Wedding Policy 7)

General Guidelines:

- Fair Access & Priority:
 - Reservations processed on a **first-come, first-served** basis.

2 Checkout Form Completion

Check Out Google Form:

- Must be **completed after every reservation** at Isla Vista Community Spaces.

Non-compliance consequences:

- Temporary **suspension** of all future reservations **until the form is completed**.
- Notification sent with requirements & steps to complete the form.
- **Reservation** privileges **reinstated** upon **form completion**.

Policy Enforcement:

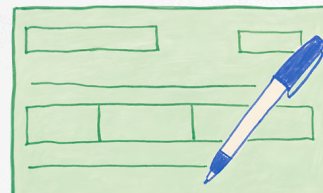
- Monitoring & enforcement:
 - Isla Vista Community Spaces **staff** will **ensure compliance**.
 - IVCSD reserves the right to modify penalties based on severity or repeated non-compliance.



3 Large Event Deposit

This policy applies to **all events with 100 or more attendees** held at IVCS community spaces.

- **\$150 per 100 people (or fraction thereof). For example, an event with 200 attendees requires a \$300 deposit.**
- Before an event can be scheduled, the organizer must:
 - Schedule and complete an **initial appointment** with IVCS staff to walk through the space and review facility usage protocols
 - Receive instruction on lockbox location, access, and key procedures
 - Review and sign the Event Agreement, which includes trash responsibility and facility care standards
 - Deposits **must be submitted as cash or check at the time of the pre-event appointment**. Once payment is received, the event date is confirmed and locked in the reservation system.
- A **follow-up appointment must be scheduled within one week following the event** to conduct a facility inspection and determine deposit return eligibility. The deposit will be returned in full only if ALL of the following conditions are met:
 - **Post-event photographs** documenting the event have been provided to IVCS (required)
 - **No trash** is left in an unacceptable condition (see Trash & Dumpster Policy below)
 - **Floors are clean** and free of debris
 - **Key is returned** and placed back in the lockbox
 - All items (tables, chairs, decorations, personal belongings) are neatly **returned to the designated storage area**
- **Automatic deductions** from the deposit will be applied for the following violations:
 - Missing post-event photographs: Full deposit deducted
 - Key not returned to lockbox by the end of the event: \$50 automatic deduction
 - Key still missing at time of next reservation: Additional \$50 deduction per missing key per subsequent reservation
 - Trash in unacceptable condition or left in facility: Full deposit deducted (see Trash & Dumpster Policy)



4 Cleanup & Offense Protocol

Cleanup Responsibility:

- Users **must clean up** after using Isla Vista Community Spaces as per posted **checklist**.
- Cleanup tasks include trash disposal, surface wiping, furniture organization, & restoring space to original condition.
- **Inadequate cleanup** is considered an **offense**.

Offense Protocol - Severity-Based Approach:

- **Minor Offense:**
 - Responsible party undergoes review & educational process on cleanliness policies.
- **Moderate Offense:**
 - **\$100 fine** for professional cleaning.
 - **Suspension** from reserving spaces for the **current quarter** if the fine is unpaid.
 - **Mandatory meeting** with community spaces **staff** to discuss the offense & prevention strategies.
- **Severe Offense:**
 - **\$200 fine** for professional cleaning.
 - **One-year prohibition** from reserving spaces if the **fine** is **unpaid**.

Reporting Offenses:

- Report messy conditions to management promptly.
- Include date, time, nature of the offense, & photos.

5 Trash & Dumpster Protocol

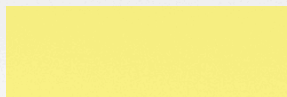
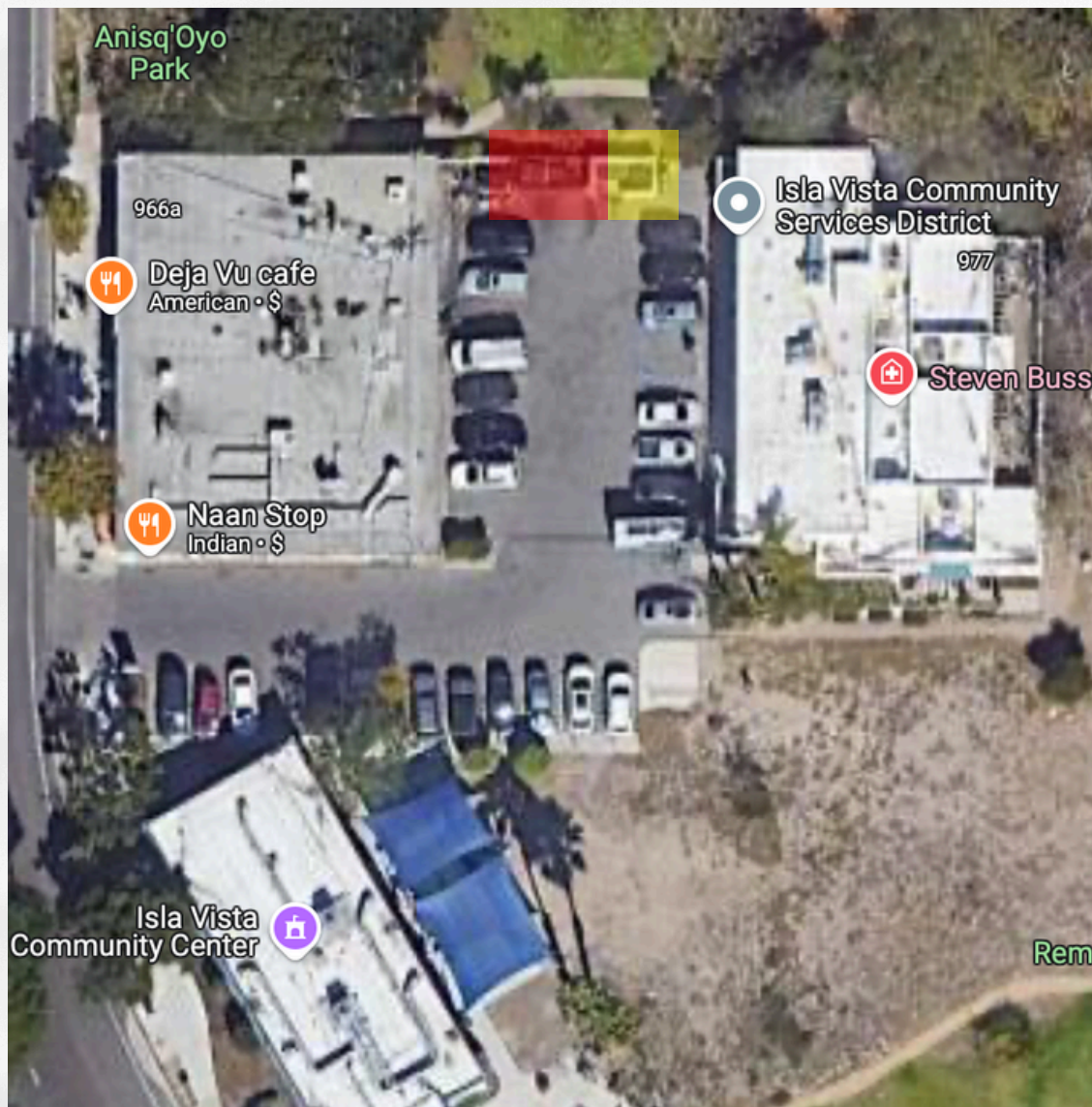
Event organizers are responsible for the **cleanup and proper disposal of all trash generated during their event**. This policy defines acceptable and unacceptable trash practices.

- Only **small amounts of community room user trash** may be disposed of in IVCS's labeled dumpsters during or immediately following the event. Small amounts of trash is defined by **3 trash bags maximum**.
- Large amounts of trash (4+ trash bags) and **ALL community center user trash must be removed from the facility by the event organizer and disposed of through the organizer's own means**.
- Violations of the trash policy will result in **automatic loss of the entire deposit**. Unacceptable practices include:
 - Leaving the dumpster in disarray, overflowing, or with trash scattered around it
 - Leaving any trash in the facility (hallways, event spaces, restrooms, storage areas)
 - Disposing of hazardous materials (paint, chemicals, medical waste) in dumpsters

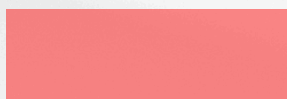


At the end of your event, you are **required** to empty all trash bins and dispose of them. Failure to do so will impact future reservations.

DUMPSTER MAP (COMMUNITY ROOM ONLY)



Dumpster and Recycle Bins ONLY for Community Room. Community Center pack in, pack out.



Red dumpster is for local business use only—please do not use. Thanks!

6 Reservation No-show Notice Requirement

Cancellation Notice:

- Must **cancel** reservations at least **48 hours** in **advance**.
- Promptly **notify** via **email** or **phone**.
- Include reservation **date, time, & reason** for cancellation.
- **Failure** to attend without notice will result in **probation**.

Probationary Protocol:

- **First Offense:**
 - Placed on **probation**.
 - Formal **warning** & mandatory **review** of IVCS D policies.
 - Must **complete** a **quiz** on policies within **two weeks**.
 - **Probation** period of **two weeks** with no access to community spaces.
- **Repeat Offenses:**
 - Extended **probation** for another **six months**.
 - **Reduced priority** for reservations.

Policy Enforcement:

- Monitoring Compliance:
 - Staff will monitor & enforce no show requirements.
 - CS staff can modify penalties based on offense severity or repetition.

7 Wedding Reservation Requirements

Reservations for weddings may be made up to **1 year in advance of the wedding date**. This exception allows couples to plan and secure the desired venue for their special day well in advance.

- **Wedding reservations at IVCS D community spaces require proof of an upcoming or recent marriage to secure a booking** to ensure that community spaces are reserved for their intended ceremonial and celebratory purposes.
- To reserve a space for a wedding event, **one of the following forms of proof** must be submitted:
 - **Marriage certificate (copy is acceptable)**
 - **Marriage license within 90 days of reservation date**
 - Once proof is submitted and verified, the reservation slot is locked and the space is held exclusively for the couple. If proof is not provided, the **reservation will be cancelled**.
- IVCS D will only **approve one wedding per month during the academic year**.
- Wedding deposits will be determined by the number of expected guests in addition to existing large event deposit requirements.

8 Admission Charge Authorization & Offence

Admission charges allowed under three conditions:

- **Fundraising** for a registered **nonprofit**.
- **Covering** event **production** costs.
- Approval from IVCS board.

Probationary Measures:

- **Violators** placed on probation with **formal warning**.
- **Mandatory review** of policy & guidelines.
- **Meeting** with Isla Vista Community Spaces **representatives**.
- **Refunding** admission profits to guests.
- Probation **duration** set by Isla Vista Community Spaces.

Repeat Offenses:

- **Consequences** for **repeated** violations:
 - Extended probation.
 - Restrictions on event hosting.
 - Suspension from using Isla Vista Community Spaces.

Authorization & Approval:

- **Process** for Seeking **Authorization**:
 - Submit formal request with event details & purpose.
 - Timely submission for review.

Policy Enforcement:

- Monitoring & enforcement by Isla Vista Community Spaces staff.
- Policy subject to review & revision by Isla Vista Community Spaces & IVCS board.

9 Charging for Events in Isla Vista Community Spaces

Differential Pricing:

- Specialized events requiring **expertise** have **higher fees**.
- Regular workshops not offered elsewhere charged moderately to encourage participation.

Cost Comparison:

- **Classes** in Isla Vista Community Spaces should be **significantly cheaper** than similar local offerings.

Accessibility:

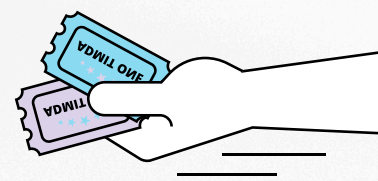
- Consider varying income levels, implement **sliding scale** or subsidized pricing for affordability.
- Seek sponsors or partnerships to subsidize event costs, reducing financial burden on attendees.

Fair Selection Process:

- Prioritize regular events with **educational** or **cultural value**.
- **Prioritize unique** events not available elsewhere.

Transparent Pricing:

- **Provide clear**, transparent **information** about event **pricing**, **discounts**, **subsidies**, & **sliding scale options**.
- Offer a **breakdown** of **fees**, explaining how they cover event costs, maintenance, & future programming.



10 General Rules and Regulations

- Users of the Community Spaces shall **not harass any person or discriminate on the basis of race, religion, color, creed, age, marital status, national origin, immigration status, ancestry, sex, gender identity or expression, sexual orientation, medical condition, or disability.**
- Permission to use the Community Center or Community Room **does not imply any form of sponsorship** or endorsement of said activities, & users may not use the District's name or logo to advertise their event unless this has been separately agreed to by the District.
- The District **cannot be used as a contact for events** at the Community Center or Community Room. Event organizers may not list the District's phone number or the address of the District office as a way to reach the organizers of the event (unless this has been separately agreed to by the District). **Event organizers must submit contact information in their reservation request** to be shared on the Community Calendar.
- **Smoking is forbidden on all property** managed by the District, including the Community Center & Community Resource Building, both inside & outside the facilities.
- Users must **abide by the maximum occupancy** determined by the Fire Department.
- Users are **responsible for their own setup & cleanup**, as well as all operations for their event, including but not limited to the taking of attendance & enforcing COVID-19 guidelines. **No supplies may be stored on District property without prior permission.**
- Users must **not make any permanent physical changes to the property.** With respect to movable furniture, the room should be left in an orderly state.
- Users can **speak with District management** if they **need special arrangements** for technology or other equipment.
- The property is to be **kept clean & all waste must be put in the provided receptacles.** Users should recycle as much of their waste as is possible.
- Users must **vacate the space by their scheduled end time.** The user that reserved the room should be present until everyone else has left & ensure the **facility is locked & the keys secured.**

10 General Rules and Regulations (continued)

- **No animals** are allowed inside of the Community Room, except for service animals.
- Users who have reserved the Community Room have access to the Community Room, the restroom accessible from the inside of that room, & the restroom in the hallway. **Other rooms of the buildings are officers or services that may or may not be open.** Some public parking spaces may be available immediately adjacent to the Community Room, other spaces in the parking lot belong to private businesses or service providers in the community Resource Building.
- Users who have reserved the Community Center have access to the Community Center, the two restrooms inside the facility, the kitchen, patio, & 3 parking spaces. **The remaining parking spaces in the parking lot are not owned or operated by the District & are off-limits to users. (Unless requested through Isla Vista Parks and Rec)**
- Users that **damage District facilities or equipment will be responsible for the cost of replacement or repair.**
- Fastening decorations or other materials to walls, doors, or the ceiling using nails, tacks or **anything else that may damage the surface or paint is prohibited.**
- **Food is allowed** in the Community Center & Community Room, however, the District does not provide any form of catering for events.
- For users that choose to bring in a private caterer, it is the user's responsibility to make all arrangements with the caterer of their choice, & to see that the caterer completely cleans up all food/equipment. **Any relationship with a private caterer is directly between the user of the room & the food provider, not the District.**
- **If the reserved space is left in a manner requiring other than routine cleaning, the District will charge the user to cover these added costs.** Failure to pay may result in loss of utilization privileges.
- **The Community Center & Community Room have a sink & a refrigerator.** Users of the facilities can use these during their events, but should keep them clean & not store anything without permission from District management.

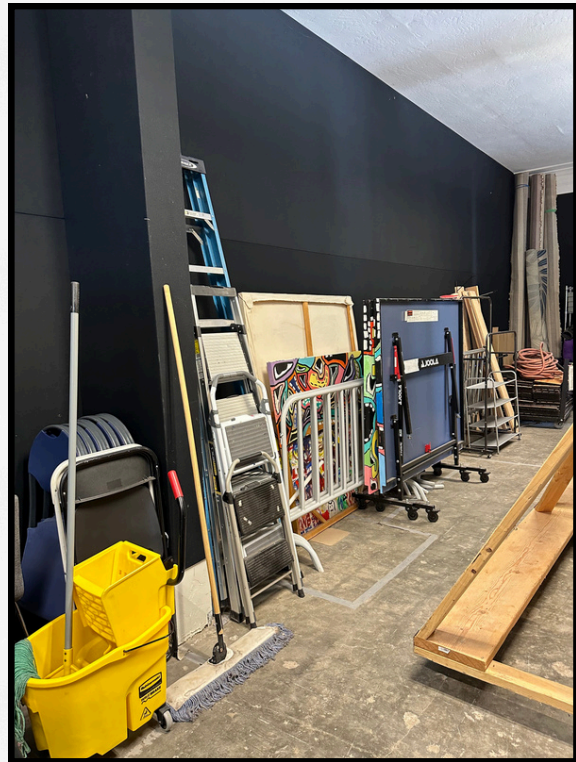
Please ensure **all spaces look like these photos** at the end of your event. You are **required** to upload photos to the Check Out form in order to avoid liability.

COMMUNITY CENTER



Please ensure **all spaces look like these photos** at the end of your event. You are **required** to upload photos to the Check Out form in order to avoid liability.

COMMUNITY CENTER STORAGE AREA



Please ensure **all spaces look like these photos** at the end of your event. You are **required** to upload photos to the Check Out form in order to avoid liability.

COMMUNITY ROOM

