

ISLA VISTA COMMUNITY SPACES GUIDE BOOK

1	Your Event Reservation Checklist.....	2
2	Community Spaces Overview.....	3
3	Community Spaces Fee Policies.....	5
4	Find Your Price Zone.....	8
5	How to Make a Reservation.....	10
	• Step 1: Review our Policies	
	• Step 2: Submit an Event Request	
	• Step 3: Sign and Return Paperwork	
	• Step 4: Payment (if necessary)	
6	Community Spaces Policies.....	14
7	Special Event Insurance.....	19
8	Reference Photos & Waste Disposal	21



1 Your Event Reservation Checklist



Review

Review Policies and Pricing Guidelines

Review The Community Spaces Guidebook to determine when you should place your reservation request and how much your reservation will cost. All events must be submitted at least one week prior for consideration.

Submit

Submit an Event Request

Look over our community calendar & its availability. If the date, time, & location is available, submit your reservation request on our Community Calendar webpage. Be sure to include all of the necessary information (see section 5).

Contact Information

- ✉ communityschedule@islavistacsd.com
- ☎ 805-770-2752 Ext. 4
- 🌐 <https://islavistacsd.ca.gov/iv-community-calendar>

Sign

Sign and Return Necessary Paperwork

Read, sign the necessary paperwork, and complete the community spaces request form.

Pay

Payment and Lockbox Confirmation

Pay for your reservation online (if necessary), send your receipt to our team, and receive your lockbox code.

Check

Complete Check Out Form

Fill out the post reservation check out form to ensure you are not liable for any damages in the space.

2 Community Spaces Overview

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

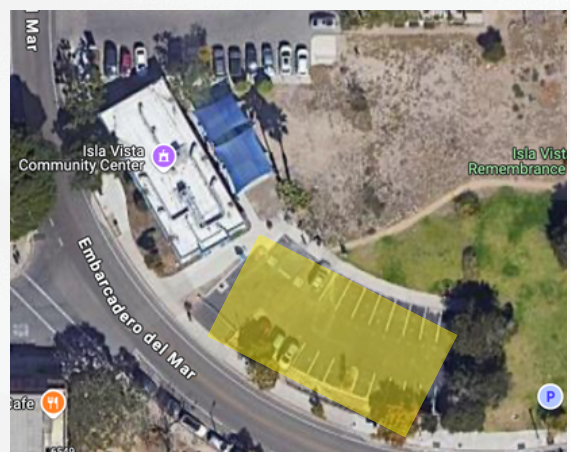
Other Spaces

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

2 Community Spaces Overview

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 **IVRPD.**



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

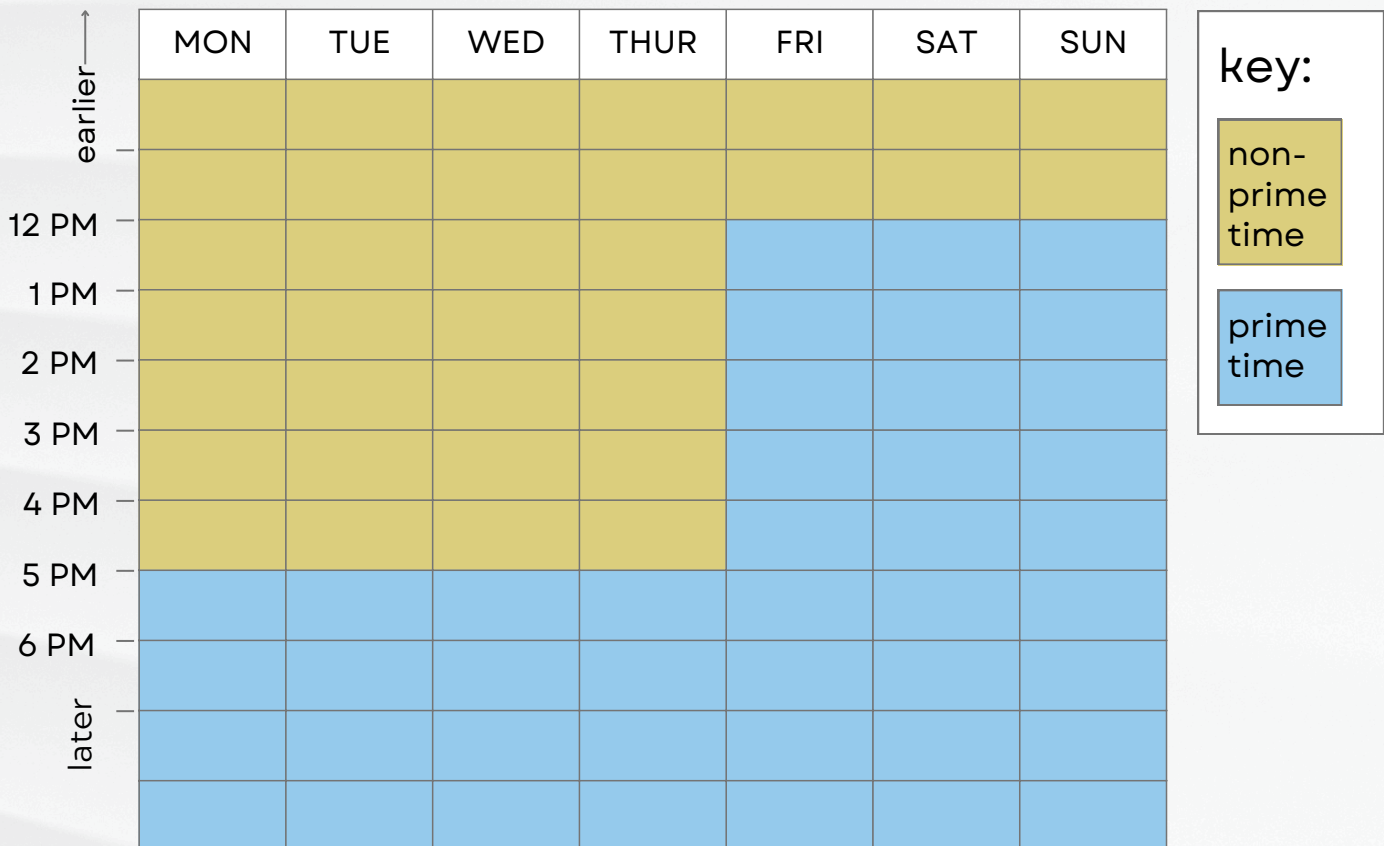


Prime Time Slots

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

	MON	TUE	WED	THUR	FRI	SAT	SUN
earlier	free	free	free	free	free	free	free
12 PM	free	free	free	free	low	low/high*	low/high*
1 PM	free	free	free	free	low	low/high*	low/high*
2 PM	free	free	free	free	low	low/high*	low/high*
3 PM	free	free	free	free	low	low/high*	low/high*
4 PM	free	free	free	free	low	low/high*	low/high*
5 PM	low	low/high*	low/high*	low/high*	low	low/high*	low/high*
6 PM	low	low/high*	low/high*	low/high*	low	low/high*	low/high*
later	low	low/high*	low/high*	low/high*	low	low/high*	low/high*

key:
price zone

free

low

low/high*

*slashes indicate the potential for sliding scale pricing for qualified users.

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

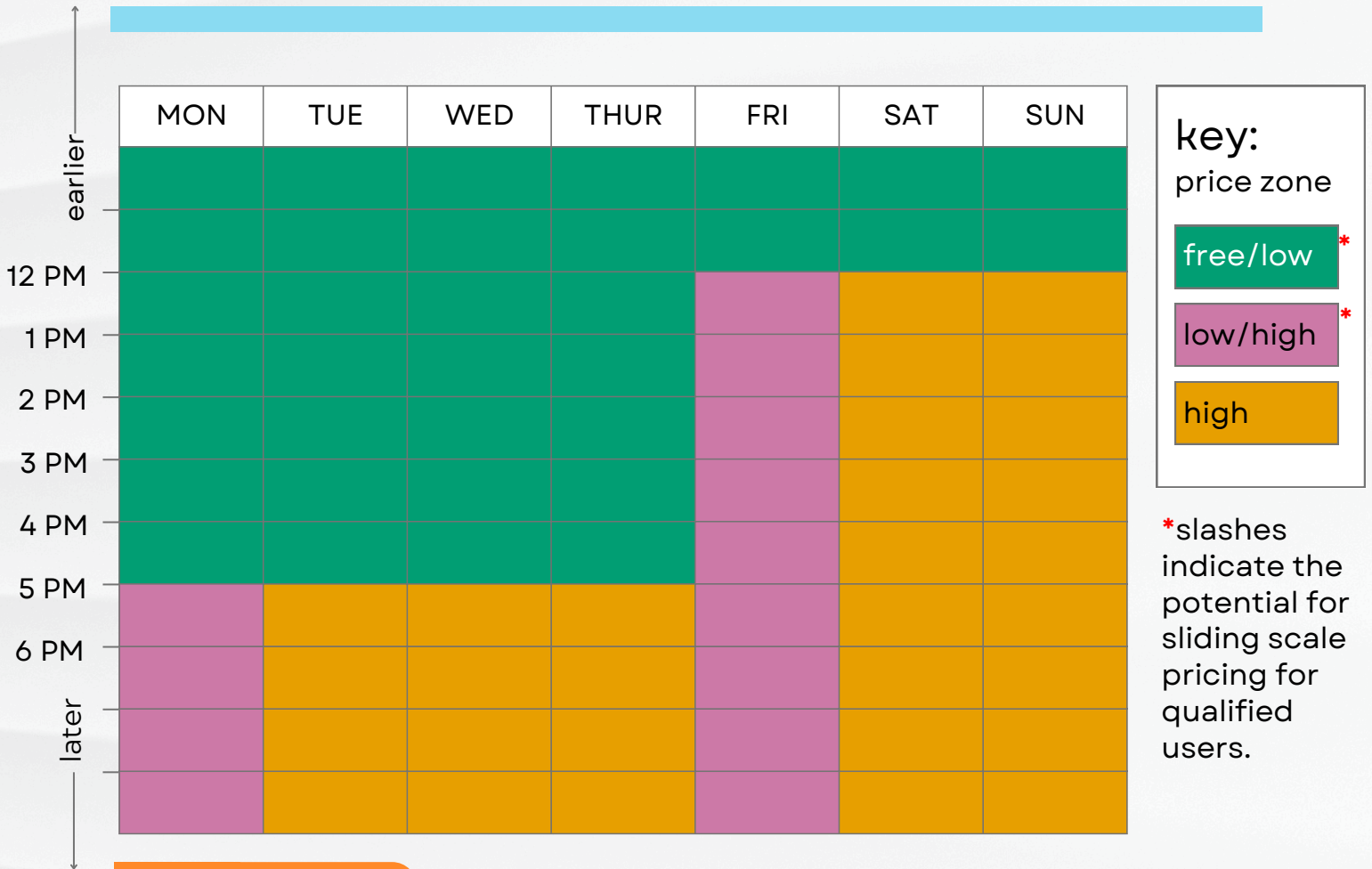
Setup and cleanup time must be included as part of your hourly total.

*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

Step 1: Review our Policies

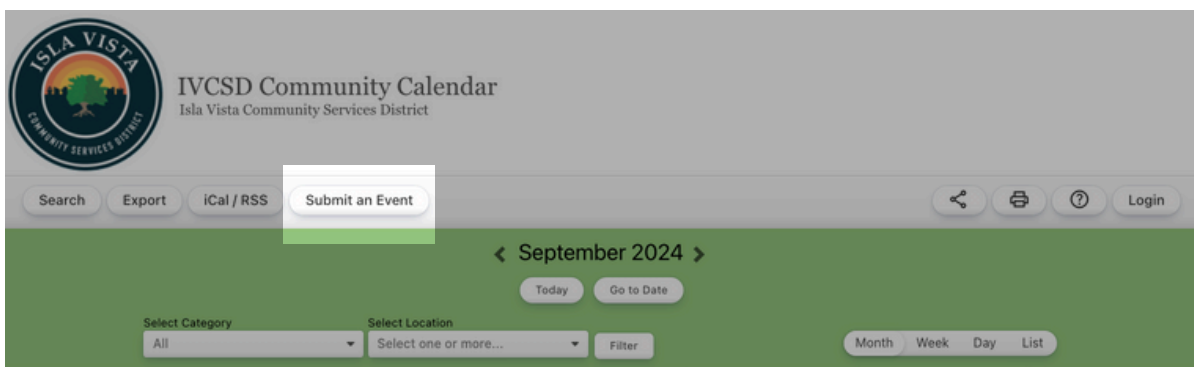
Review Chapters 3 and 6 of this guide to familiarize yourself with our fee policies and our Community Spaces policies. These chapters include important information such as how much your reservation will cost and why, how to clean up after your event, and more.

Step 2: Submit an Event Request

2.1 - BEGIN YOUR REQUEST

Facility reservations must be made through our Community Calendar by clicking the **“Submit an Event”** button. Be sure to look at the Reservation Opening policy to know when to submit your event.

Reservation Link: <https://islavistacsd.ca.gov/iv-community-calendar>



Submit an Event Button

2.2 - ENTER YOUR CONTACT INFORMATION + PRICING

Follow the prompts to fill out all of the necessary contact information.

Use the “Note to Calendar Administrator” section to provide the following important information:

- Total Hours
- Pricing
- Expected Attendance
- Applying for Sliding Scale? Y/N
- Open or Closed?
- Free or Paid Entrance?

To find the pricing for your event, use the charts in chapter 4 of this guide.

Your Contact Information * required

This will **not** appear in calendar event

Full Name *

Email Address *

Phone Number

Organization

Note to Calendar Administrator

Total Hours: 2
 Pricing: low
 Expected attendance: 20 - 30 people
 Applying for Sliding Scale: Yes
 Open or Closed: Open
 Free or Paid Entrance: Free

Note to Calendar Administrator: example

2.3 - ENTER YOUR EVENT INFORMATION

Be sure to include the **name of your Organization in the title of your event:**

- Ex: Edible Campus Program Gardening Workshop
- Ex: Private Birthday Party

Event Information * required

This will appear in calendar event

Event Title *

Category

Start Date *

All day event No end time

Start Time *

End Time *

Repeat Type

Description

PRO TIP: Be sure to include as much detail as possible in your description, this is for the community and our calendar admin to see and understand your event!

Step 3: Sign & Return Paperwork

After submitting an event request to our community calendar, you will receive an **email** from **communityschedule@islavistacsd.com** within **3 days**. This is when you will need to provide any supplemental information. Once you respond with the supplemental information you will receive the following forms:

Forms for **public events**:

- CS Acknowledgment of Policies and Regulations
- Public & Nonprofit Organizations Agreement

Forms for **private events**:

- CS Acknowledgment of Policies and Regulations
- Private Organizations & Individuals Agreement

Note: Your reservation is NOT finalized until all the paperwork that is applicable to your reservation is returned and you have paid (if applicable).

It is at this time, that you can also request a walk-through of the space and a list of additional add-ons to your reservation. **Our team will share a Community Spaces Request Form** where you can request a projector, extension cords, lighting, staff support, and more!

Some events will require insurance, we will notify you at this time if insurance required for your event. Most large events require insurance and a reservation request made 1 month prior to your event date see page 19 for more information.

Step 4: Payment (if necessary)

Once your reservation is approved, you will receive a total amount due and will be directed to an All Paid Payment link.

Through All Paid, you will add the total amount of your booking, as specified by Community Spaces Staff, to your total.

The screenshot shows a payment form with several sections:

- Payment Information:** Includes fields for *Name (First Name, Middle, *Last), *Phone # (Area C, Next 3, Last 4), and Notes. The Notes field is circled in black.
- Payment Amount:** Includes a field for Payment Amount (0.00) circled in red, and a summary table showing Subtotal: \$0.00 and Total: \$0.00.
- Billing Information:** A section at the bottom of the form.

Annotations include a blue callout box pointing to the Notes field with the text: "In the 'Notes' section: Total Hours, Zone Color In order to confirm booking details match" and a light blue box pointing to the Payment Amount field with the text: "Our CS Staff will provide the total amount due, you will be responsible for entering your total here".

Once you have paid for your reservation, **you will send your receipt to communityschedule@islavistacsd.com** . Once approved, you will receive your lockbox code to enter the building.

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 **May 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.

General Guidelines:

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

2 Checkout Form Completion

Check Out Google Form:

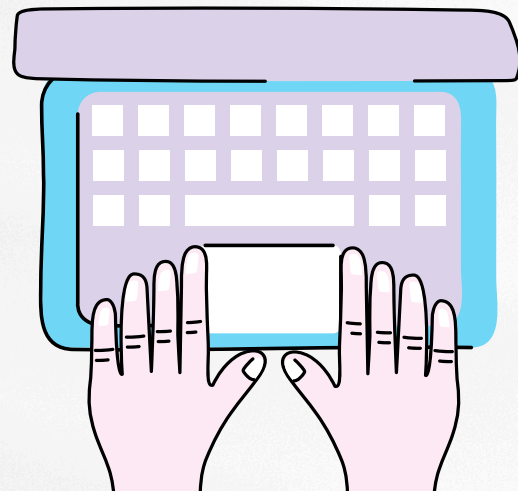
- Must be **completed after every reservation** at Isla Vista Community Spaces.

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**.
 - IVCSA reserves the right to modify penalties based on severity or repeated non-compliance.



3 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.

4 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 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.



5 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.

6 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.



7 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.**

7 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 & CommunityRoom, 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.

Your High Intensity Event Needs Insurance

STEP 1: CHOSE YOUR EVENT & HAZARD LEVEL

User Event: An event that is held or sponsored by companies, organizations, or individuals that have been permitted to use the community spaces. Certificates are issued with the User of the facility as the Named Insured, and the Public Entity (IVCSD) as the Additional Insured.

HAZARD 1		HAZARD 2		HAZARD 3	
Attendance	Cost	Attendance	Cost	Attendance	Cost
1-100	\$ 87.00	1-100	\$128.00	1-100	\$ 204.00
101-500	\$ 122.00	101-500	\$ 222.00	101-500	\$ 358.00
501-3000	\$ 182.00	501-3000	\$ 263.00	501-3000	\$ 473.00
3001-5000	\$ 236.00	3001-5000	\$ 439.00	3001-5000	\$ 743.00
	\$ 358.00		\$ 561.00		\$ 911.00

EXAMPLES:
 Recitals, Religious Services, Seminars, Indoor Meetings, Socials, Theater Shows, Art Shows, Fairs

EXAMPLES:
 Outdoor Meetings, Socials w/ Alc, Political Rallies, Corporate Events, Farmers Markets

EXAMPLES:
 Carnivals, Comedy Shows, Live Entertainment, Night Club Shows, Sport Events, Union Meetings

Instructor/Recreation Event: An event that is instructional to its participants. Instructors are not employees of the public entity, but provide instructional services for a fee. (Note: Participant coverage requires signed waivers.) Required for active instructional groups above 100 people.

HAZARD 1	
Non-Sport Instruction	Flat Rate \$58.00

Any class that is not a sport: music, art, etc.

HAZARD 2	
Sport Instruction	Flat Rate \$105.00

Any class involving athletic activity like dance, volleyball, weightlifting, etc

Solidify Your Coverage

STEP 2: SUBMIT AN INSURANCE REQUEST

If your event requires insurance, you will be sent a form that **requires the following information. This form must be completed at least 1 month before your event** with the following details:

- Event Name
- Event Organizer + Contact Information
- Affiliated Organization (if any)
- Organizer/Organization Address
- Event Date
- Event Time and Total Hours
- Event Description
- Expected Attendance
- Age of Attendees
- Type of event (User or Instruction)
- Hazard Level
- Alcohol (Y/N): If yes, describe how you will prevent underage drinking and if wristbands will be used.
- Band Count + Type of Music
- Will people be selling at this event? If so, how many?
Please separate food and non-foods sales.
- Preferred Payment Method: Card or Check

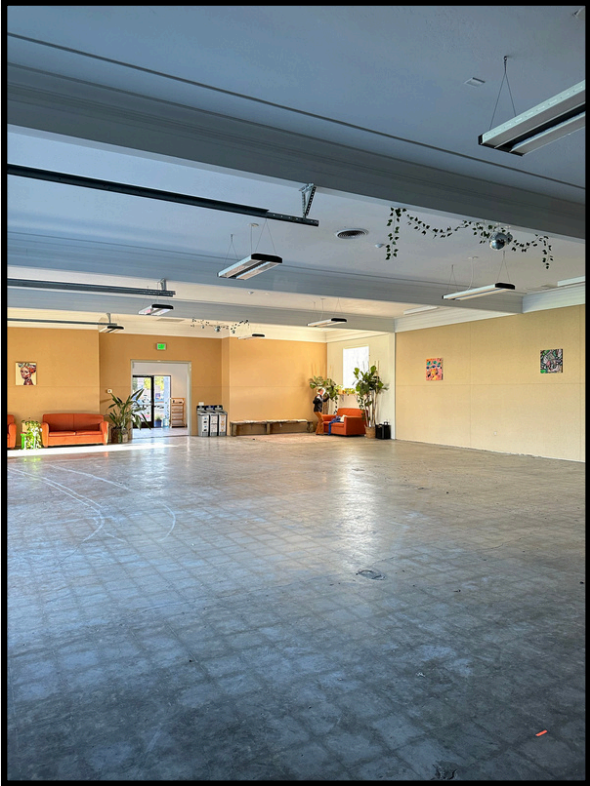
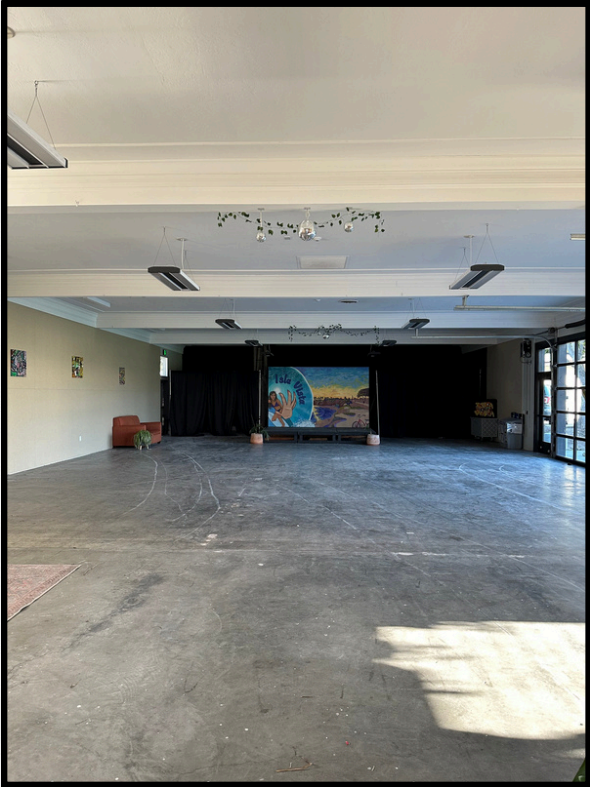


STEP 3: AWAIT STAFF CONFIRMATION

Once we receive your insurance request, we will confirm we have sent it to our insurance and follow up when coverage is confirmed. **Coverage must be confirmed before the day of your event in order to be valid.**

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

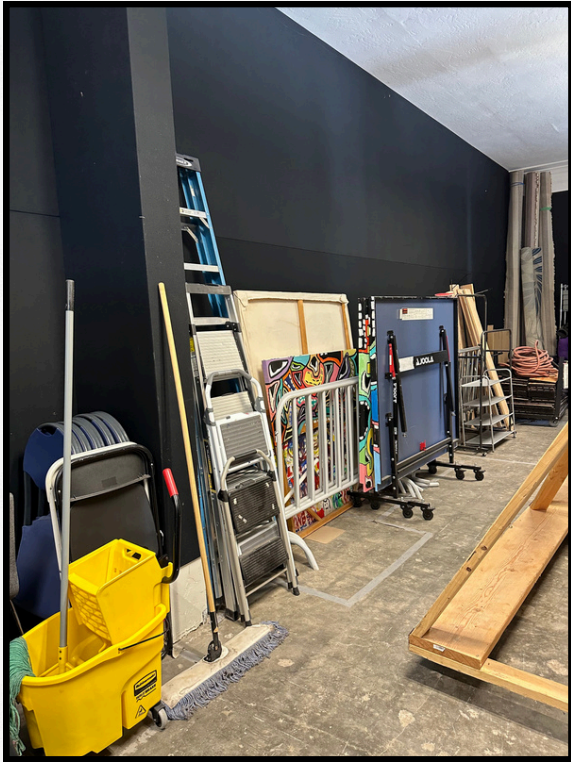


8

Reference Photos

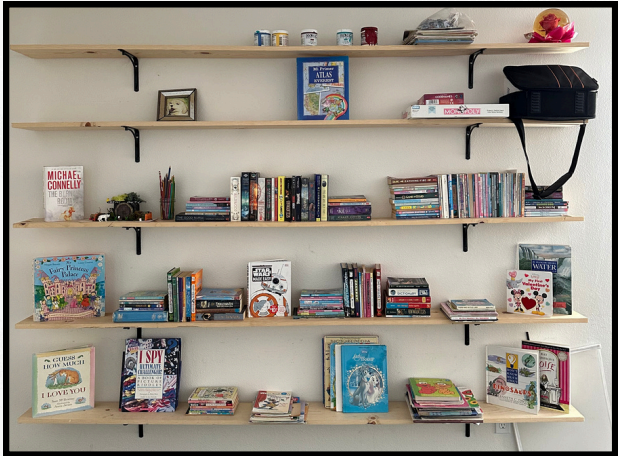
Please ensure **all spaces look like these photos** at the end of your event. You are **required** to upload photos to the Check Out form in order to avoid liability.

COMMUNITY CENTER STORAGE AREA



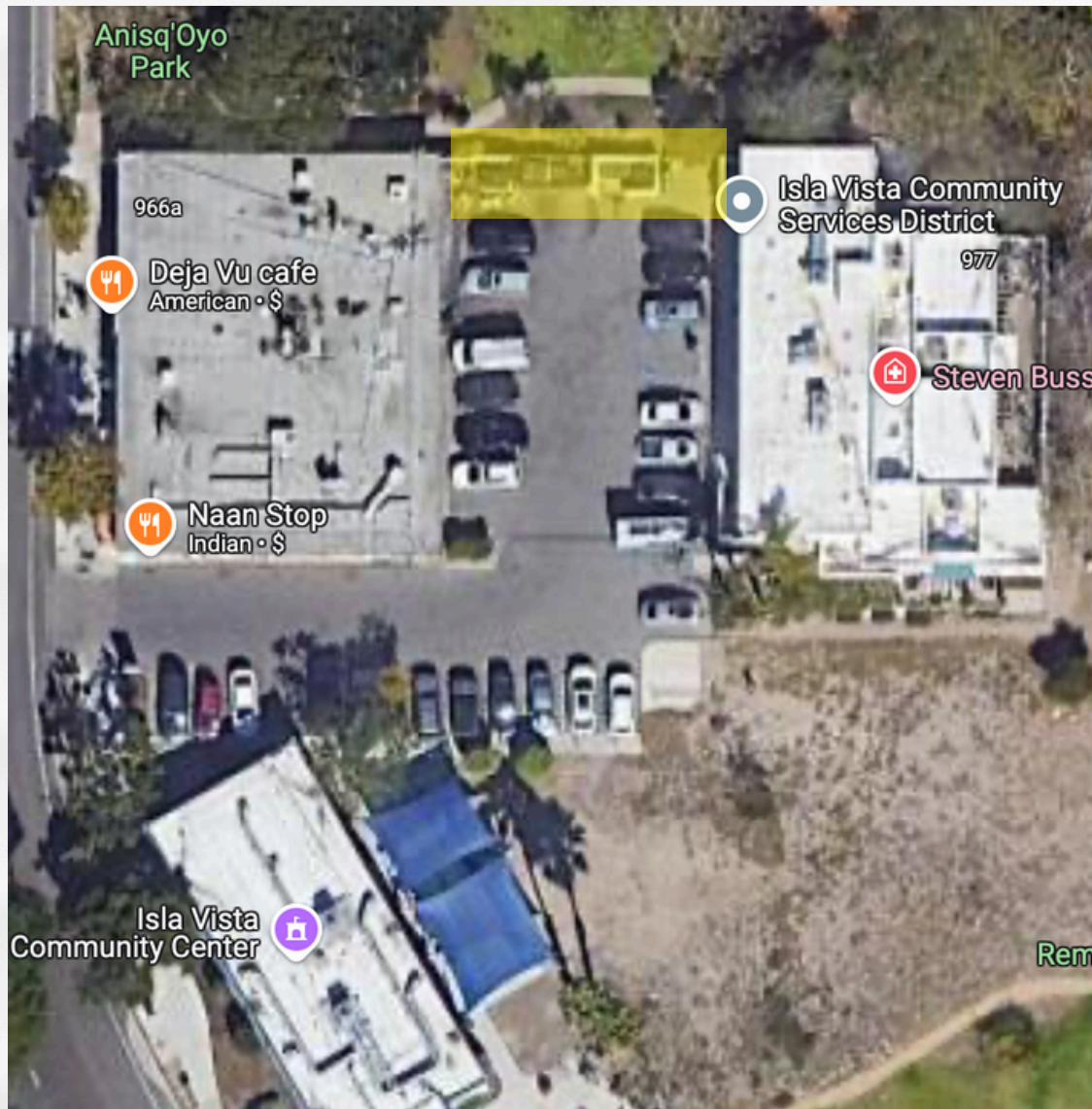
Please ensure **all spaces look like these photos** at the end of your event. You are **required** to upload photos to the Check Out form in order to avoid liability.

COMMUNITY ROOM



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

DUMPSTER MAP



Dumpster and Recycle Bins, Compost Bin available by request