



6301 W. Charleston Boulevard, Las Vegas, NV 89146

For more information or to inquire about rental opportunities, please contact:

Katy Bridges
Performing Arts Center Coordinator

702.507.3964
Katy.Bridges@thelibrarydistrict.org



About Us

The Library District nurtures the social, economic, and educational well-being of people and communities. The Library District is committed to building communities of people who can come together to pursue their individual and group aspirations.

The Library District has 25 branches, serving 1.7 million people over 8,000 square miles.

We welcome over 810,000 people to 36,000 library-sponsored and community events each year.

Programming and Venues Department (PVS)

The PVS Department coordinates the use of our venues via partnerships and rentals. We partner with other government entities and non-profit institutions to present free and open public programs, without solicitation or commercial intent, that align with the Library District's strategic framework. All PVS facilities are available to rent on a first-come, first-served basis.

Our five performing arts centers, all with dedicated sound, lighting and projection equipment, are unique spaces offering varying performance options and seating capacities: Clark County (399 seats), Summerlin (284 seats), West Charleston (276 seats), Whitney (198 seats) and Windmill (294 seats). The rental rate is \$40 per hour, with additional fees for technicians, security, and insurance (through a separate vendor). Reservations are accepted no more than 13 months and no less than six weeks in advance.

Our 19 meeting rooms at 15 library branches can accommodate up to 300 people. All of the meeting rooms have tables and chairs, and many feature audio-visual equipment. The rental rate is \$30 per hour, and reservations can be made up to six months in advance on our website (www.thelibrarydistrict.org), or in person at any library branch.

West Charleston Library Lecture Hall

The West Charleston Library Lecture Hall is a small proscenium theatre with 276 seats in a narrow fan-shaped layout. It features an upright piano and fold-down tablet-arm seats. This facility is well suited to accommodate lectures, film screenings, meetings, panel discussions, small musical ensembles, and small-scale performances.

The West Charleston Library is located at 6301 W. Charleston Boulevard on the campus of the College of Southern Nevada.

West Charleston Library Lecture Hall Venue Quick Reference

SEATING CAPACITY

276

ADA COMPLIANCE

5 wheelchair accessible spaces
Assistive listening system

STAGE DIMENSIONS

Proscenium opening – 30'-0"W x 16'-0"H
Width (wall-to-wall) – 32'-0"
Width (masking leg-to-masking leg) – 21'-0"
Depth up stage wall to deepest curve center stage – 17'-0"
Depth upstage wall to shortest point down stage – 15'-0"
Deck Height above house floor – 2'-6"

STAGE FLOOR

No traps
No penetrations allowed
No dance floor available

DRESSING ROOMS

No dressing rooms
Dressing rooms can be set-up in an adjacent meeting room if arranged for ahead of time

WARDROBE

No washer/dryer facilities on site

PIANO

1 upright Yamaha piano

MISCELLANEOUS EQUIPMENT

6 music stands

CONTROL BOOTH

Booth located at back of house
Booth is partially sound proof when closed

LOADING DOCK & SHOP INFO

Stage entry is through a 4'-0"W x 7'-0"H door
No loading dock
No shop space

RIGGING SYSTEM

All soft goods are dead-hung
No motorized battens
No fly loft

SOFT GOODS & BACK DROP INFO

Dead-hung masking (2 sets of legs)
Dead-hung main traveler drape (center-draw)
Dead-hung up stage traveler (center-draw)
Visible width leg to leg – 21'-0"
Visible height floor to US border – 15'-0"
No backdrop accommodation
No cyclorama available

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Venue Use Fees

Venue Use Fees apply to rental use of Library District facilities. For more information about available venues, please visit: <https://thelibrarydistrict.org/rental-facilities/>.

Library District rates for venues and labor apply for up to 8 hours. Time exceeding 8 hours of continuous use is charged at the overtime rate. A Technician Specialist is required for Performing Arts Center use and Security is required for after-hours use.

Venues

Conference Room; 1-hour minimum	\$30 per hour
Performing Arts Center; 2-hour minimum	
Single day use; charged hourly	\$40 per hour
Overtime rate	\$60 per hour
Multi-day use; charged daily for up to 8 hours of use	
Daily rate – first 17 days	\$300 per day
Daily rate – additional days	\$450 per day
Additional use over 8 hours per day	\$60 per hour

Labor

Technician Specialist; 2-hour minimum	\$65* per hour
Overtime rate	\$98* per hour
Security; 4-hour minimum	\$32* per hour
Overtime rate	\$48* per hour

Services

ADA Hearing Interpreter; 2-hour minimum	\$115* per hour
Piano Tuning	\$200* per service

Policy Non-Compliance

Late Payment & Insurance Submission (Days 1-6)	\$100 per day
Late Insurance Submission (Day 7)	Cancellation
Exceeding Occupancy	At cost per violation
Cleaning, Restoration, and Labor	Actual cost
Disposal of Customer Property and Labor	Actual cost
Early Arrival/Late Departure	
Conference Room	\$30 per 15 minutes
Performing Arts Center	\$40 per 15 minutes
Labor	Hourly rate per 15 minutes
ADA Failure to Notify	At cost per violation
Resolution of Naming Misuse (48-120 hours)	\$500 per day
Resolution of Naming Misuse (120 hours)	Cancellation
Understaffing Chaperones & Ushers	\$25 per hour, per person

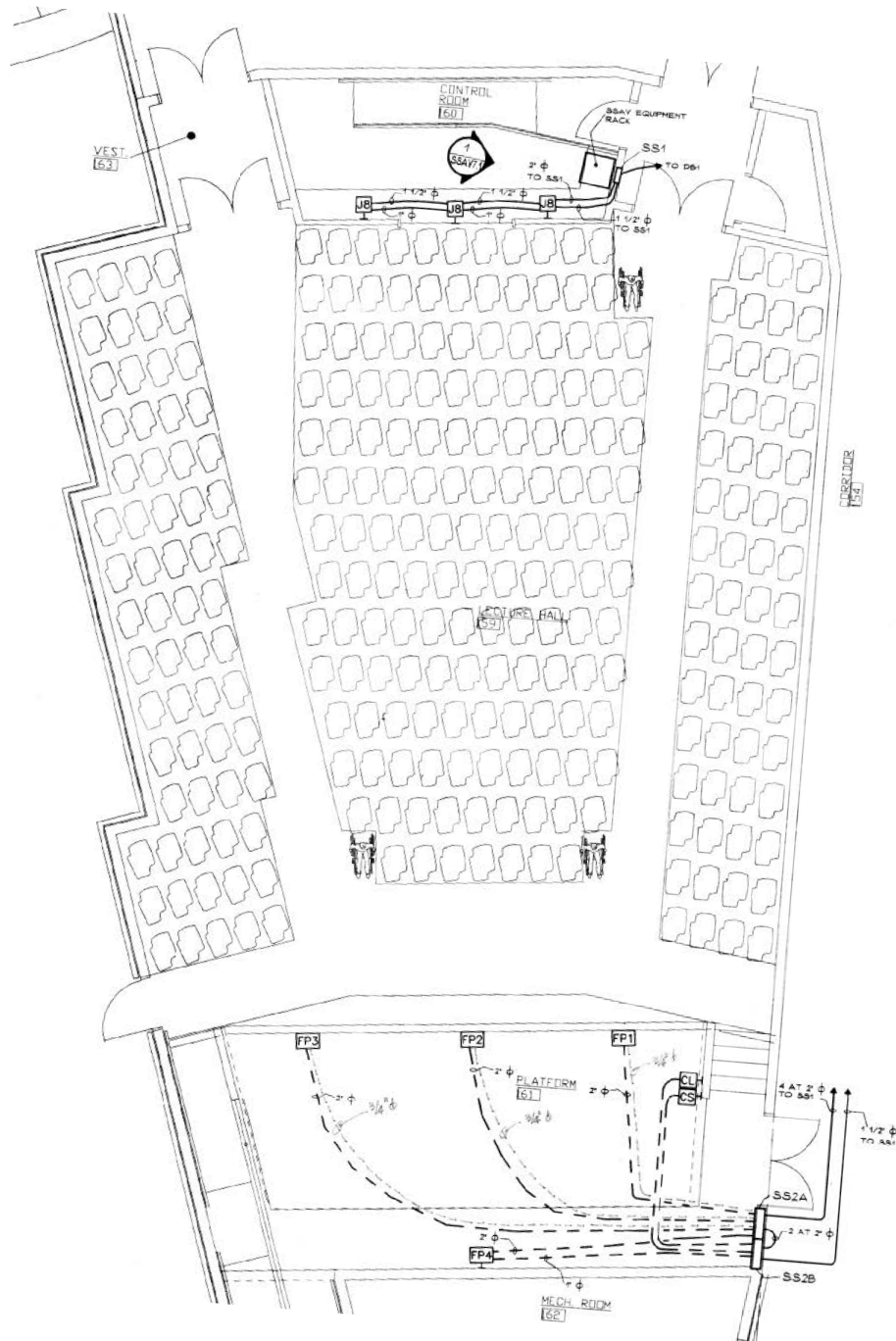
**Subject to change annually based on expected incurred costs rounded up to the nearest dollar.*

Effective Date: 07/01/2026	☐ New ☒ Revised	Index Code: CE 330-6-POL.4.P
Originating Department: Community Engagement		

Performing Arts Center Specifications

PERFORMING ARTS CENTER GROUND PLAN

Drawing Not to Scale





STAGE DIMENSIONS

Proscenium opening – 30'-0" W x 16'-0" H

Width (wall-to-wall) – 32'-0"

Width (masking leg-to-masking leg) – 21'-0"

Depth up stage wall to deepest curve center stage – 17'-0"

Depth up stage wall to shortest point down stage – 15'-0"

Deck height above house floor – 2'-6"

BACKDROP INFORMATION

This venue does not have the ability to accommodate backdrops.

No cyclorama available.

RIGGING SYSTEM

The West Charleston Library Lecture Hall does not have a fly system.

MASKING SYSTEM

The stage masking is dead hung and includes: a main drape (which can travel and is operated manually from downstage right on stage level), two sets of legs, an upstage curtain (which can travel and is operated from upstage right on stage level), and a main valance to frame the opening of the proscenium arch. All soft goods are pleated and green velour.

CONTROL BOOTH

Lighting, sound, and projection controls are located in a booth at the rear of the house. The booth has a sliding glass window, which can be completely closed during events, allowing the technicians to see performances clearly while creating a partially sound proofed environment.



Front of House

SEATING AREA

The West Charleston Library Lecture Hall has a fixed theatre-style seating configuration with 276 fold-down tablet-arm seats in a narrow fan-shaped layout with two aisles which run from the back of house toward the stage. The seating includes 5 accessible seats. The distance to the stage from the last row of seats is approximately 47-9". There are no partial view seats in the house.



LOBBY

The main entry vestibule and adjacent public restrooms are shared with the library. A separate 1,450 square foot Lobby/Gallery with display space is located off the main lobby. It is suitable for light receptions and sign-in tables. The Lobby must remain accessible to the public during regular operating hours (Monday-Thursday 10:00 a.m. to 8:00 p.m.; Friday-Sunday 10:00 a.m. to 6:00 p.m.). The Art Gallery features a rotating display of artists managed by the Library District's Gallery Services Department.



MEETING ROOM

A meeting room is situated in a hallway and is adjacent to the Lecture Hall near the backstage area, front-of-house, and art gallery. It can be rented separately or in conjunction with the Lecture Hall use/rental. It is suitable for small meetings or can be used as a green room or dressing room. The back stage is accessible via a public hallway between the meeting room and the performing arts center.



USHERS

Ushers must be provided by all rental customers. The number of ushers will be determined by the Library District staff and agreed to in the Performing Arts Center License Agreement. In addition to helping customers find their seats, ushers are also responsible for monitoring customers to ensure that no food or drink (other than bottled water) is taken into the performing arts center. Failure to provide the agreed upon number of ushers will lead to additional fees in accordance with the Venue Fee Schedule. The Library District provides front-of-house staff for all library programming events.

CHAPERONES

Customer using a venue for an event involving minors (exclusive of audience members) are required to have at minimum two qualified adult chaperones including one adult for every 10 children for ages 0-5, one adult for every 12 children for ages 6-11, and one adult for every 15 children for ages 12-17. Chaperones must supervise and accompany minors to ensure their safety and proper behavior. Failure to provide chaperones will lead to additional fees in accordance with the Venue Fee Schedule.

ADA COMPLIANCE

Any customer who receives a request for accommodation under Title II of the Americans with Disabilities Act shall refer the request to Library District Staff. Please allow five business days for sign language interpreter requests to ensure availability. The Library District will make arrangements to provide services at the expense of the customer. Failure to notify staff of these requests will result in additional fees in accordance with the Venue Fee Schedule. Access to the Performing Arts Center is provided through the main lobby. Wheelchair accessibility is provided as listed on the seating diagram and ground plan. The venue was designed and operates in compliance with ADA specifications. The Library District will cover the cost for requested sign language interpreters for all library programming events.

ASSISTIVE LISTENING

The performing arts center is equipped with an assistive listening system that is available for use upon request. There are a total of 6 headsets available to audience members who may have difficulty hearing performances. Headsets are typically located in the control booth but can be relocated to serve your front-of-house needs.

Load In Area

LOADING AREA

The loading area can accommodate one truck at a time and can only be used while actively loading and unloading vehicles. The loading area has an extra wide rear entry door and a double door with access to stage right.



Dressing Rooms

This venue does not have dedicated dressing room or green room spaces. A user may make arrangements to use or rent the adjacent meeting room as a green room or dressing room. The meeting room is located across a public hallway from the performing arts center's back stage. Meeting room usage is subject to availability and is not included with the performing arts center. This venue does not include any laundry facilities.



Sound

SOUND SYSTEM & EQUIPMENT INVENTORY

QTY	MANUFACTURER	MODEL	DESCRIPTION
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CONTROL

1	Yamaha	CL-3	Digital Console; 64-Channel, Dante
1	Yamaha	1608-D2	16 in 8 Out Interface
1	Alesis	MultiMix 8 Line	8 Channel Stereo Line Mixer

PLAYBACK

1	Denon	DN-C635	CD/MP3 Player
1	Apple	Mac Studio	Q Lab Audio & Video Playback

INTERCOM COMMUNICATIONS

6	Holly Land	Solidcom C1	Full Duplex Wireless Intercom System
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MICROPHONES

User groups are required to provide their own batteries for microphones

2	Sennheiser	EWG4	Wireless Mic Receiver
2	Sennheiser	EM100-G4	Wireless Mic Receiver
4	Sennheiser	SK100 G4	Body Pack/Lavalier
4	Sennheiser	SKM100 G4	Handheld Wireless Mic
4	Point Source	CO-3-SE-BE	Beige Earset Mic
4	Point Source	CR-8L-XSE-BL	Black Lavalier Mic
1	DPA	D:fine	Beige Earset Directional Headset Mic
1	Audix	D6	Dynamic Instrument Mic
1	Beyerdynamic	M 88	Hypercardioid Dynamic Moving-Coil Mic
2	Beyerdynamic	M 201	Hypercardioid Dynamic Moving-Coil Mic
1	C-ducer	CQS/8	Stereo Piano Mic
1	Audio-Technica	AT857QMLA	Podium Mic
1	Audio-Technica	ATM 710	Cardioid Condenser Handheld Mic
2	Earthworks Audio	C30-S-B	Choir Mic
1	Heil Sound	PR 31 BW	Dynamic Mic
1	Sennheiser	E 602-II	Cardioid Dynamic Kick Drum Mic
1	Sennheiser	E 906	Supercardioid Dynamic Instrument Mic
1	Sennheiser	MD 421 II	Large Diaphragm Cardioid Dynamic Mic
1	Shure	VP88	Stereo Condenser Mic
2	Shure	SM81	Condenser Mic
1	sE Electronics	sE4400a	Large Diaphragm Condenser Mic
2	Shure	SM 58	Handheld Cardioid Dynamic Mic
1	Shure	SM 58/S	Handheld Cardioid Dynamic Mic (ON/OFF)
4	Shure	SM 57	Handheld Cardioid Dynamic Mic
2	Crown	PCC160	Condenser Plate Mic
1	Tascam	TM90BM	Boundary Condenser Mic

MICROPHONE STANDS

6	Various		Adjustable-Height Vertical Stand
5	Various		Table Stand
3	Various		Tripod

INTERFACE ADAPTERS

2	Proco	DB-1	Direct Box
2	Proco	AV-1	Direct Box
1	Focusrite	Scarlet 2i2	Audio Interface

AMPLIFIERS

1	Inter M	L2400	Amplifier
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SPEAKERS

2	JBL	SRX812	House Speakers
1	JBL	EON 510	Powered Speaker
2	JBL	EON 610	Powered Speakers

SUBWOOFERS

2	Mackie	DLM12S	Subwoofer
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INPUT/OUTPUT PATCH

INPUTS						
Input #	Purpose	Channel	Device	Source	Source #	Label
1	Sennheiser 9 volt	57	Omni IN	Unit	N/A	Senn HH
2	Sennheiser	58	Omni IN	Unit	N/A	Red
3	Sennheiser	59	Omni IN	Unit	N/A	Green
4	Sennheiser	60	Omni IN	Unit	N/A	Yellow
5	Sennheiser	61	Omni IN	Unit	N/A	Orange
6	Radial AV	62	Omni IN	Unit	N/A	DI 1/8
7	Blu-Ray, CD, HDMI	63	Omni IN	Unit	N/A	Multi/Mix 8 Ch
8	Blu-Ray, CD, HDMI	64	Omni IN	Unit	N/A	Multi/Mix 8 Ch
1	Open	1	Dante	Rio1608D Stage	1	
2	Open	2	Dante	Rio1608D Stage	2	
3	Open	3	Dante	Rio1608D Stage	3	
4	Open	4	Dante	Rio1608D Stage	4	
5	Open	5	Dante	Rio1608D Stage	5	
6	Open	6	Dante	Rio1608D Stage	6	
7	Open	7	Dante	Rio1608D Stage	7	
8	Open	8	Dante	Rio1608D Stage	8	
9	Open	9	Dante	Rio1608D Stage	9	
10	Open	10	Dante	Rio1608D Stage	10	
11	Open	11	Dante	Rio1608D Stage	11	
12	Open	12	Dante	Rio1608D Stage	12	
13	Open	13	Dante	Rio1608D Stage	13	
14	Open	14	Dante	Rio1608D Stage	14	
15	Open	15	Dante	Rio1608D Stage	15	
16	Open	16	Dante	Rio1608D Stage	16	
17	Mac L	49	Dante	Mac Studio	1	
18	Mac R	50	Dante	Mac Studio	2	
19	Mac 3	51	Dante	Mac Studio	3	
20	Mac 4	52	Dante	Mac Studio	4	
21	Mac 5	53	Dante	Mac Studio	5	
22	Mac 6	54	Dante	Mac Studio	6	
23	Mac 7	55	Dante	Mac Studio	7	
24	Mac 8	56	Dante	Mac Studio	8	

OUPUTS					
Output #	Channel	Device	Destination	Destination #	Label
1	Matrix 1	Omni Out	Unit	1	Mono Cam
2	Matrix 6	Omni Out	Unit	6	HOH
3	Stereo L	Omni Out	Unit	7	ST L
4	Stereo R	Omni Out	Unit	8	ST R
5	Mix 1	Dante	Rio1608-D2	1	MX 1
6	Mix 2	Dante	Rio1608-D2	2	MX 2
7	Mix 3	Dante	Rio1608-D2	3	MX 3
8	Mix 4	Dante	Rio1608-D2	4	MX 4
9	Mix 5	Dante	Rio1608-D2	5	SUB
10	Mix 6	Dante	Rio1608-D2	6	MX 6
11	Mix 7	Dante	Rio1608-D2	7	MX 7
12	Mix 8	Dante	Rio1608-D2	8	MX 8

Projections

PROJECTION SYSTEM

The projection system features a 10,000-lumen projector, which is housed on a lift which can only be accessed by Library District staff.

Rental customers must provide their own HDMI cable to connect a user-furnished playback device to the projection system. Inputs are located in the Control Booth as well as three onstage floor pockets (downstage center, left, and right).

If a programming partner wishes to transfer PowerPoint files to the Library District laptop for library programs, please load the files onto no less than two USB jump drives so there is a backup device.

Rental customers are welcome to connect to The Library District's free Wi-Fi to access the internet. Internet speeds are subject to customer usage and may not be sufficient for video streaming or video conferencing. We recommend downloading all video content or supplying your own internet hotspot if an internet connection is needed for your event. The Library District is not able to provide support for live-streaming events for rental customers.

PROJECTION EQUIPMENT INVENTORY

QTY	MANUFACTURER	MODEL	DESCRIPTION
1	Panasonic	PT-RZ970	10,000 ANSI Lumen Laser Projector
1	Samsung		Blue-Ray Player
1	Kramer	VS-66HN	6 x 6 Matrix Switcher
1	DaLite		127" H x 240" W Front Projection Screen

Lighting

STAGE LIGHTING SYSTEM

The venue is equipped with a computer-controlled stage lighting system. Repertory lighting information is available upon request.

LIGHTING EQUIPMENT INVENTORY

QTY	MANUFACTURER	MODEL	DESCRIPTION
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CONTROL

1	ETC	ION XE 20	2,048-Channel Digital Console with 2x20 Fader wing
1	ETC	Paradigm	Houselight Control System
3	City Theatrical	Show Baby	Wireless DMX Tranceiver

DIMMING

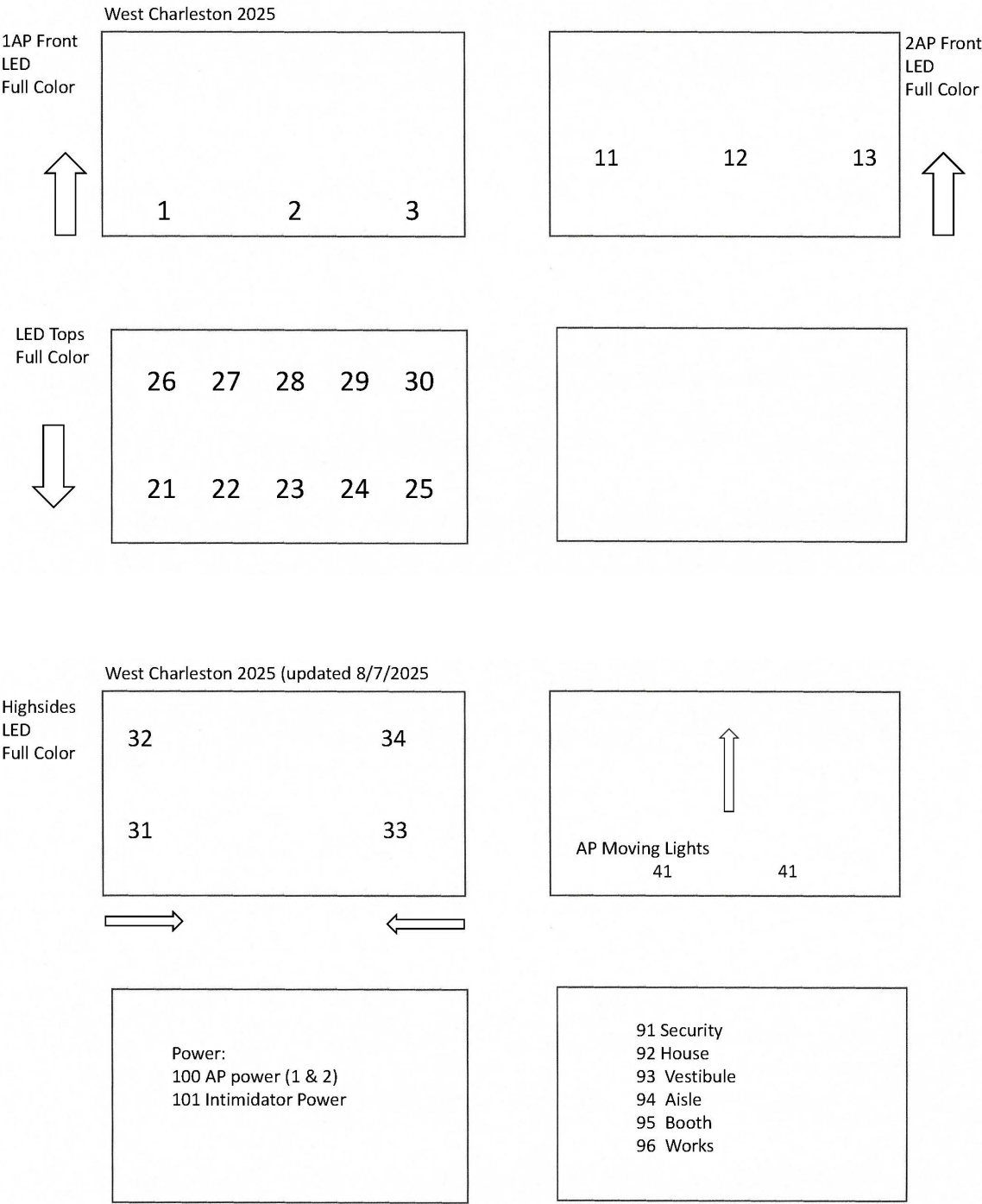
1	ETC		Dimming Racks with 21 20 amp Dimmers 2 50 amp Dimmers
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INTELLIGENT LIGHTING FIXTURES

21	ETC	ColorSource Par	LED Flood Fixture
3	Chauvet	Ovation E-9 10FC	19-Degree Beam Spread LED ERS
2	Chauvet	Intimidator Hybrid 140SR	

LIGHTING PLOT INFORMATION

MAGIC SHEET



Rules & Policies

VENUE USE POLICY

All Library District rental customers, programming partners, and customers must follow all local, state, and federal laws as well as all Las Vegas-Clark County Library District policies, procedures, and guidelines. A complete list of all policies can be found on the Library District Website (<https://thelibrarydistrict.org/publications/>).

PROP AND WEAPONS GUIDELINES

Any props brought into any Library District building that are meant to simulate weapons or other items prohibited by the Library Rules of Conduct must be pre-approved and follow the Programming and Event Prop Guidelines. Please speak with library staff directly at least two weeks before your program to determine which simulated props are permitted and the guidelines that must be followed before they can be brought onto the premises.

ADULT THEMES

Express written authorization is required for the presentation of events that include adult themes. Customers must request authorization for events with adult themes from the Library District before an event is marketed to the public and no less than two weeks before first use.

OPEN FLAME

Open flame devices such as candles and torches along with pyrotechnics are not permitted in Performing Arts Centers at any time. Customers may use electronic candles and other non-combusting effects to simulate flames on stage

STROBE LIGHTS AND THEATRICAL ATMOSPHERIC EFFECTS

Express written authorization is required for the use of strobe lights and theatrical atmospheric effects.

The most common documents associated with venue usage include:

Library Rules of Conduct

Venue Use Policy

Venue Use Fees

Local Services

Emergency Medical

Emergency Medical Services

911

CareNow Urgent Care
4575 W Charleston Blvd, Las Vegas, NV 89102
702.877.8777

United Medical Center (UMC)
1800 W Charleston Blvd, Las Vegas, NV 89102
702.383.2000

Pharmacies

Walmart Pharmacy
6310 W Charleston Blvd, Las Vegas, NV 89146
702.870.7271

Walgreens Pharmacy
6401 W Charleston Blvd, Ste 100, Las Vegas, NV 89146
702.259.7002

Albertsons Pharmacy
1001 S Rainbow Blvd, Las Vegas, NV 89145
702.877.2162

Hotels

Arizona Charlies Decatur
740 S Decatur Blvd, Las Vegas, NV 89107
702.258.5200

Sonesta Select Las Vegas
1901 N Rainbow Blvd, Las Vegas, NV 89108
702.646.4400

Best Western Plus Las Vegas West
8669 W Sahara Ave, Las Vegas, NV 89117
702.256.3766

Suncoast Hotel and Casino
9090 Alta Dr, Las Vegas, NV 89145
702.636.7111

Rental Vehicles

Enterprise Rent-A-Car
5811 W Sahara Ave, Las Vegas, NV 89146
702.368-6972

Avis
2219 S Rainbow Blvd, Las Vegas, NV 89146
702.254.1250

Harry Reid/McCarran Rental Car Center
7135 Gilespe St, Las Vegas, NV 89119
702.261.6001

Restaurants

Dutch Bros. Coffee
6651 W. Charleston Blvd, Las Vegas, NV 89146
514.955.4700

Capriotti's Sandwich Shop
6340 W. Charleston Blvd, Ste 120, Las Vegas, NV 89146
702.838.8659

Sushi Hiroyoshi
5900 W Charleston Blvd, Ste 10, Las Vegas, NV 89146
702.823.2110

Riva's Mexican Grill
6700 W Charleston Blvd, Ste C, Las Vegas, NV 89146
702.880.0625

Serrano's Mexican Food
136 S Rainbow Blvd, Las Vegas, NV 89145
702.243.4552

Thai Taste
240 S Rainbow Blvd, Las Vegas, NV 89145
702.838.6808

Denny's
6300 W Charleston Blvd, Ste 110, Las Vegas, NV 89102
702.309.0622

Jack in the Box
6400 W Charleston Blvd, Las Vegas, NV 89146
702.870.1550

McDonald's
6360 W Charleston Blvd, Las Vegas, NV 89146
702.258.0298

Tropical Smoothie Café
6350 W. Charleston Blvd, Ste 130, Las Vegas, NV 89146
702.304.1931

Local Theatrical Suppliers

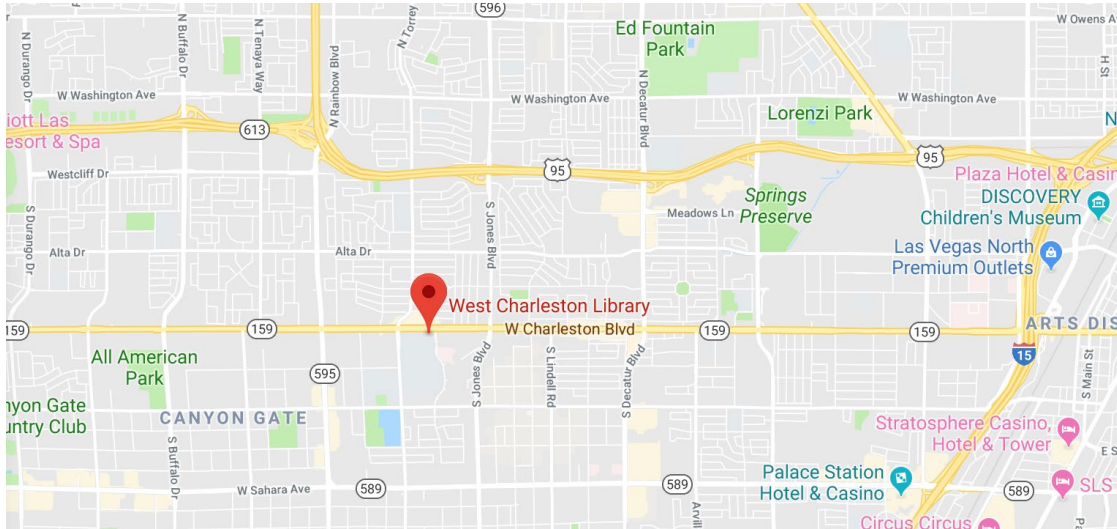
4Wall Entertainment Stage Lighting Equipment
3165 W Sunset Rd, Ste 100, Las Vegas, NV 89118
702.263.3858

Production Resource Group LLC Stage Lighting Supplier
6050 S Valley View Blvd, Las Vegas, NV 89118
702.942.4774

AV Vegas
4780 Arville St, Las Vegas, NV 89103
702.878.5050

Map & Directions

Address: 6301 W. Charleston Blvd. Las Vegas, NV 89146



From Harry Reid (formerly McCarran) Airport

- Head south on Harry Reid/McCarran Airport Connector/Paradise Road toward Janis Ln
- Keep left to stay on Harry Reid/McCarran Airport Connector/Paradise Rd; use the middle 2 lanes to keep right at the fork
- Turn left onto University Center Dr
- Turn left onto E Tropicana Ave
- Take I-15 N to W Sahara Ave
- Take exit 40 from I-15 N
- Turn right on S Rancho Dr. to W Charleston Blvd
- Turn left on W Charleston Blvd
- Turn left on Community College Dr
- The Library parking lot is on the right

From I-15

- Take I-15 N to W Sahara Ave
- Take exit 40 from I-15 N
- Turn right on S Rancho Dr. to W Charleston Blvd
- Turn left on W Charleston Blvd
- Turn left on Community College Dr
- The Library parking lot is on the right

