



1861 N. Martin Luther Kind Jr. Blvd.

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

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## **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 1.6 million people over 8,000 square miles.

We welcome over 650,000 people to 21,000 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 up to one year in advance.

Our 21 meeting rooms at 14 library branches, can accommodate up to 250 people. All 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](http://www.thelibrarydistrict.org)), or in person at any library branch.

## **West Las Vegas Library Event Center**

The Event Center at West Las Vegas Library is a 3,322 sq. ft. multi-use space with a 150-to-250 person capacity. It features 4 state-of-the-art projectors with accompanying screens, a Blu-Ray player, mobile stage, banquet tables and chairs. The facility is well suited for a variety of live productions of music, dance and theater, as well as lectures, movie screenings, information fairs, private gatherings, and workshops.

Events requiring the use of the mobile stage, theatrical lighting, or sound equipment require the assistance of a Technician Specialist for an additional fee.

To accommodate smaller, more intimate events, the room can be divided into two 1,661 sq. ft. spaces. The rental rate is a flat \$30 per hour, applied equally to the full 3,322 sq. ft. space or either of the divided half-spaces.

The space features a kitchen with a refrigerator, freezer, gas stove and cook top and ventilation hood. Proper licensing is required to utilize kitchen equipment, for those who aren't licensed, the kitchen can be utilized as a staging area.

West Las Vegas Library is located at 1861 N. Martin Luther King Jr. Blvd. 2 miles north of US-11.

# West Las Vegas Event Center Venue

## Quick Reference

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### **ROOM CAPACITY\***

Event Center 1 & 2 Combined - 250 People

Event Centers 1 & 2 Divided - 150 People

\*Reflects capacity of rooms without furniture or equipment.

### **ADA COMPLIANCE**

Assistive listening system

### **EVENT CENTER DIMENSIONS**

Rooms 1 & 2 Combined - 59' x 58'; 3,322 sq. ft.

Rooms 1 & 2 Divided - 59' x 28'; 1,661 sq. ft.

### **PROJECTORS**

4- PT-REQ12 12,000 Lumen Laser Projector

Hanging Height from floor – 15'8"

2 Projectors in each room when divided

### **DROP DOWN SCREENS**

4 - 12' x 8'

2 Screens in each room when divided

### **MOBILE STAGING** (Technician Required)

8 Pieces - 4' x 8' Panels

### **GREEN ROOM**

Capacity – Approx. 6 People

Single occupancy restroom with vanity and shower

### **WARDROBE**

No washer/dryer facilities on site

### **FURNITURE**

14- 6ft Round Banquet Tables

30- 60" x 18" Rectangular Tables

200 Chairs

### **MISCELLANEOUS**

1- Lectern

### **LOAD-IN DOOR INFO**

5'-10"W x 7'-8"H

No dock/dock door

No shop space

Limited storage space

### **KITCHEN** - 21'3" x 11'8"

Kitchen equipment is available for use by licensed caterers. For all others, kitchen can be used as a staging area.

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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  |

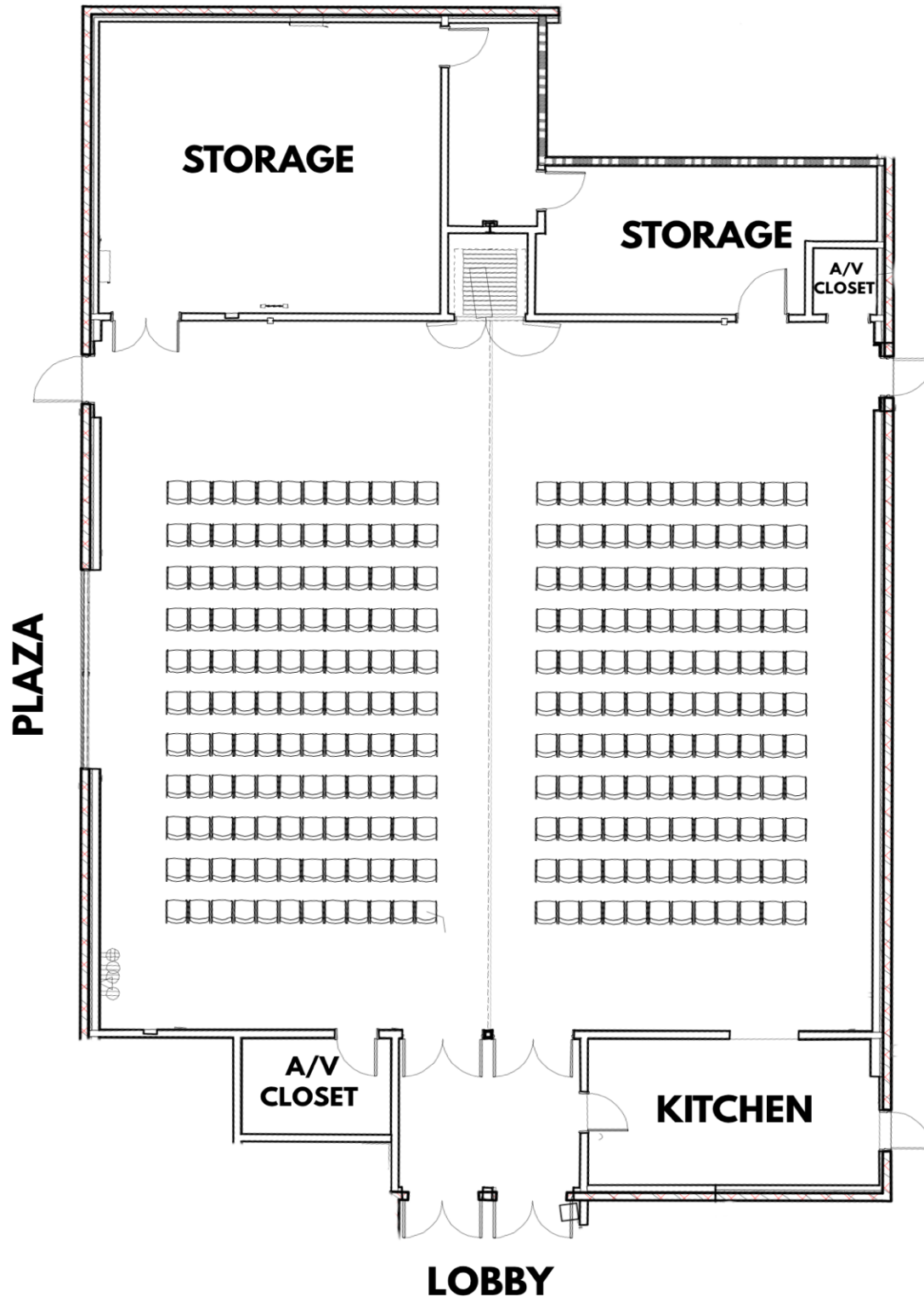
*\*Subject to change annually based on expected incurred costs rounded up to the nearest dollar.*

|                                              |                                                                             |                              |
|----------------------------------------------|-----------------------------------------------------------------------------|------------------------------|
| Effective Date: 07/01/2026                   | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Revised | Index Code: CE 330-6-POL.4.P |
| Originating Department: Community Engagement |                                                                             |                              |

# Event Center Specifications

## GROUND PLAN

(Drawing not to scale; furniture depicted in ground plan is not fixed)



# Front of House

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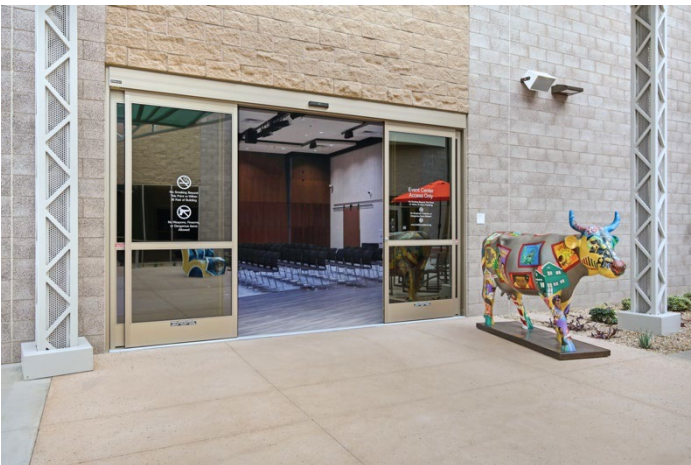


## SEATING AREA

The Event Center at West Las Vegas Library has a capacity of 150-250, depending on furniture setup. Seating is not fixed within the space and can be setup to meet specific event needs. Rental customers are responsible for set-up and breakdown of seating and tables during their rental period.

## ENTRY AREA/LOBBY

The Event Center lobby is located on the northwest side of the building. The Event Center includes doors that open directly out onto the outdoor plaza. Public restrooms are located down the corridor situated just across from the Event Center doors.



## KITCHEN\*

The kitchen is included in rental of Event Centers 1 & 2, or Event Center 2. The kitchen contains a refrigerator, freezer, sink with disposal, oven with gas stove cook top and ventilation hood.

**\*Kitchen equipment is only available for use by licensed caterers. For all others, kitchen can be used as a staging area.**



## LOAD-IN AREAS

Load-In Doors are located through the lobby near the North entrance to the library.



# Green Room

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The Green Room is in the lobby, across from the main doors to the Event Center and includes a single capacity bathroom with a shower.

This venue does not include laundry facilities.



# Event Center

## Technical & A/V Features

The Event Center offers flexible utilization and can be operated with or without the aid of a Technician Specialist, depending on the specific needs of your event. If technical support is required, Technician Specialists can be booked along with the room for an additional fee, subject to availability. Use of library owned equipment listed under the *Technician Aided A/V Capabilities* section below is prohibited without a Library District Technician Specialist present. To ensure we can accommodate your needs, please contact the Venue Manager directly to inquire about Technician Specialist availability when making your room booking. The sections below detail the A/V features available, categorized by use with and without dedicated technical assistance.

## Audio/Visual Capabilities (No Technician Specialist)

### PROJECTION & AUDIO SYSTEMS

The projection system features four Panasonic 12,000 lumen projectors, perfect for movie screenings and presentations. The projectors are hung in the center of the Event Center and projects onto two screens located on the back wall of the room across from the main entrance, one on the left wall and one on the right wall. The projector can only be accessed by Library District staff. Our integrated sound system includes two wireless microphones and supports audio playback from user-furnished devices.

Rental customers must provide their own HDMI cable to connect user-furnished playback device to the projection and sound systems. Inputs are in wall and floor pockets around the space (8 total; 4 total in each room when wall divider is utilized).

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

(Quantities reflected are for entire (undivided) room)

| QTY | MANUFACTURER | MODEL         | DESCRIPTION                             |
|-----|--------------|---------------|-----------------------------------------|
| 4   | Panasonic    | PT-REQ12      | 12,000 ANSI Lumen Projector (Dual Lamp) |
| 2   | Denon        | DN-500BD MKII | Blu-Ray Player                          |

### MICROPHONES

\*User groups are required to provide their own batteries for microphones\* (2- AA batteries per mic)

| QTY | MANUFACTURER | MODEL   | DESCRIPTION                  |
|-----|--------------|---------|------------------------------|
| 4   | Shure        | SLXD-4D | Handheld Wireless Microphone |

# Technician Aided A/V Capabilities

## SOUND SYSTEM & EQUIPMENT INVENTORY

(ONLY AVAILABLE WITH ASSISTANCE FROM TECHNICIAN SPECIALIST)

| QTY | MANUFACTURER | MODEL | DESCRIPTION |
|-----|--------------|-------|-------------|
|-----|--------------|-------|-------------|

### CONTROL

|   |        |            |                 |
|---|--------|------------|-----------------|
| 1 | Yamaha | DM7        | Sound Console   |
| 1 | Yamaha | Rio3224-D3 | Dante Stage Box |

### MICROPHONES

|   |                |               |                               |
|---|----------------|---------------|-------------------------------|
| 8 | Point Source   |               | Headset Mic                   |
| 2 | Shure          | ULXD4QZ G57   | Wireless Receiver             |
| 8 | Shure          | ULXD1 G57     | Bodypack Transmitter          |
| 8 | Shure          | UXLD2/B58 G57 | Handheld Mic                  |
| 4 | Shure          | SM57          | Instrument Mic                |
| 4 | Shure          | SM58          | Vocal Mic                     |
| 4 | Shure          | Beta 57A      | Instrument Mic                |
| 4 | Shure          | Beta 58A      | Dynamic Vocal Mic             |
| 2 | Shure          | SM81          | Condenser Mic                 |
| 1 | Shure          | VP88          | Stereo Mic                    |
| 1 | Sennheiser     | E602-11       | Cardioid Mic                  |
| 1 | Sennheiser     | E600 Series   | Drum Mic                      |
| 1 | Sennheiser     | MD421 II      | Large Diaphragm Dynamic Mic   |
| 1 | Sennheiser     | E906          | Supercardioid Instrument Mic  |
| 1 | SE Electronics | SE4400A       | Large Diaphragm Condenser Mic |
| 1 | Hiel Sound     | PR31BW        | Dynamic Mic                   |
| 1 | Beyer Dynamic  | M88           | Dynamic Mic                   |
| 1 | Beyer Dynamic  | M201          | Dynamic Mic                   |

### PLAYBACK

|   |                    |            |                          |
|---|--------------------|------------|--------------------------|
| 6 | QSC                | K12.2      | Active Powered Speaker   |
| 4 | QSC                | LA112      | Active Line Array        |
| 2 | QSC                | LS118      | Active Powered Subwoofer |
| 4 | Radial Engineering | R800 1100  | Direct Box               |
| 2 | Radial Engineering | R800 1115  | Multimedia Direct Box    |
| 1 | Apple              | Mac Studio | QLab                     |

# Technician Aided A/V Capabilities Continued

## LIGHTING EQUIPMENT INVENTORY

(ONLY AVAILABLE WITH ASSISTANCE FROM TECHNICIAN SPECIALIST)

| QTY | MANUFACTURER | MODEL | DESCRIPTION |
|-----|--------------|-------|-------------|
|-----|--------------|-------|-------------|

### CONTROL

|   |      |         |                  |
|---|------|---------|------------------|
| 1 | ETC  | EX20    | Lighting Console |
| 2 | Dell | P2418HT | Display Monitor  |

### LED LIGHTING FIXTURES

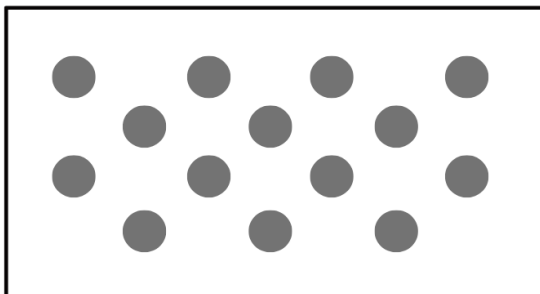
|    |                             |                                  |                     |
|----|-----------------------------|----------------------------------|---------------------|
| 6  | Electron Theatre Controls   | Halcyon Gold                     | Moving Head Fixture |
| 6  | Chauvet                     | Ovation E-910FC-2                | Ellipsoidal         |
| 10 | Chauvet                     | ROGUER2XWASH                     | Moving LED Wash     |
| 6  | Electronic Theatre Controls | Color Source Cyc                 | LED Cyclorama Light |
| 12 | Electronic Theatre Controls | Color Source Fresnel V 7417A1011 | LED Wash            |

### MOBILE STAGING

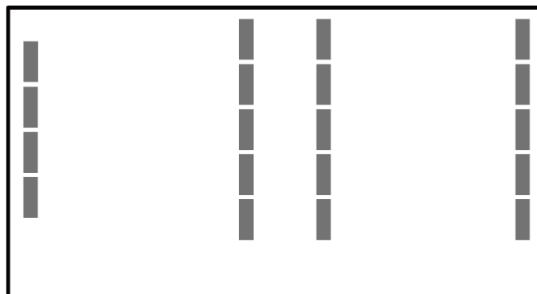
8 – 8' x 4' Stage Panels Available with the assistance of a Technician Specialist – See page 13 for layout options.

# Approx. Room Capacity by Setup

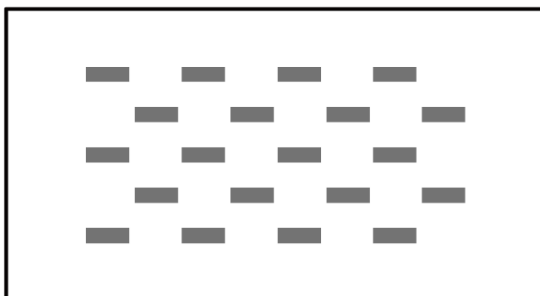
Room setup and breakdown is the responsibility of the renter; Images below are not to scale; capacities vary based room setup.



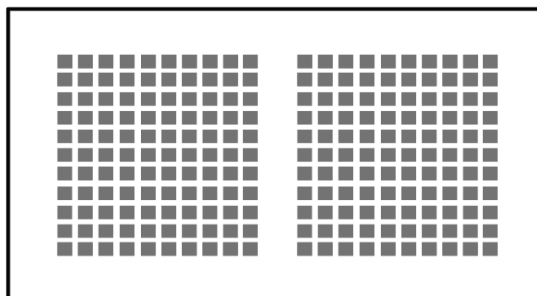
*Banquet Tables, Approx. 80 to 112 people*



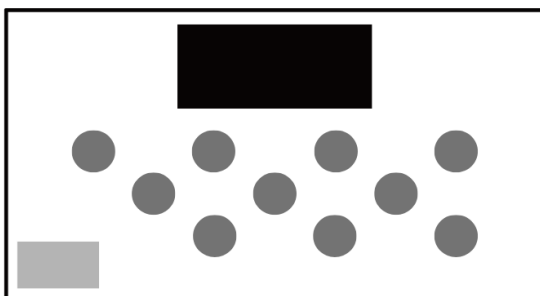
*Resource Fair Layout, 19 Tables, Approx. 300*



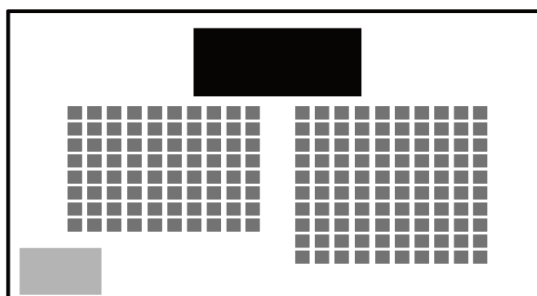
*Classroom Style Layout, up to 25 Tables, Approx. 50*



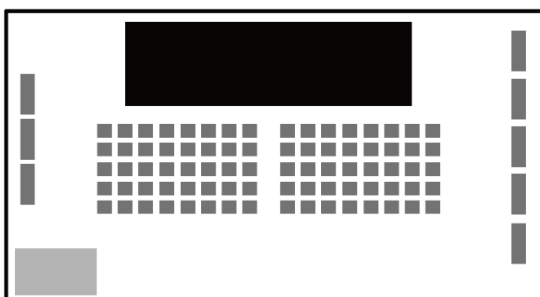
*Movie Screening, Chairs Only, Approx. 250*



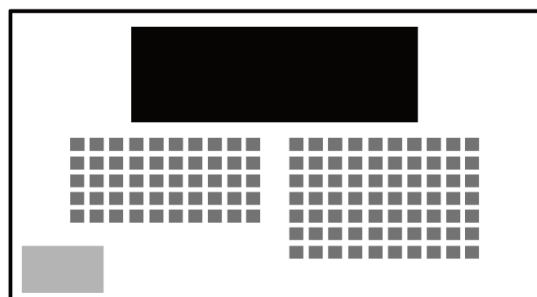
*Partial Stage w/ Banquet Tables, Approx. 80 people*



*Partial Stage w/ Seating, Approx. 200*



*Stage with Seating, Resource Tables, Approx. 150*



*Full Stage w/ Seating, Approx. 200*

 Indicates technical booth; Use of stage requires technician assistance.

# Rules & Policies

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## **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/>).

## **CANCELLATION POLICY**

Cancellation must be requested in writing no less than 30 days before use to receive a 100% refund. Rescheduling of any reserved date is not permitted. Funds/refunds may not be used for future rental credit.

## **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.

## **USHERS**

Ushers must be provided by all rental customers for events marketed for the general public. The suggested minimum is two adult ushers for a performance with open seating and four adult ushers for performances with assigned seating. The Library District provides front-of-house staff for all library programming events.

## **ADA COMPLIANCE**

Access to the Event Center is provided through the main doors leading from the Plaza or from inside the library branch through the gallery.

## **ASSISTIVE LISTENING**

The Event Center is equipped with an Assistive Listening System that is available for use upon request. There are a total of 10 headsets available to audience members who may have difficulty hearing performances.

Requests for a sign language interpreter must be directed to the Venue Manager. The Library District suggests notice of five business days to accommodate such requests.

Please note: The venue's Assistive Listening System (ALS) is integrated exclusively with our wireless microphones. To ensure accessibility for guests, all spoken word must be captured through these microphones, as they are the only way audio is transmitted to the assisted listening devices.

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**

### UMC Quick Care Enterprise

1700 Wheeler Peak Dr., Las Vegas, NV 89106  
702.383.2565

### St. Rose Dominican Hospital

1550 W. Craig Rd., North Las Vegas, NV 89032  
702.777.3615

### Valley Hospital Medical Center

620 Shadow Ln., Las Vegas, NV 89106  
702.388.4000

## Pharmacies

### Walgreens Pharmacy

900 N. Rancho Dr., Las Vegas, NV 89106  
702.646.4651

### Walmart Supercenter

3950 W. Lake Mead Blvd., North Las Vegas, NV 89032  
702.631.0421

### CVS Pharmacy

2011 E Lake Mead Blvd, Las Vegas, NV 89030  
702.649.1991

## Hotels

### Element Las Vegas Symphony Park

330 S Grand Central Pkwy  
702.530.5990

### Plaza Hotel & Casino

1 N. Main St., Las Vegas, NV 89101  
702.386.2110

### The ENGLISH Hotel

921 S. Main St, Las Vegas, NV 89101  
725.444.6835

## Rental Vehicles

### Hertz Car Rental

8 Fremont Street Experience, Las Vegas, NV 89101  
702.359.3055

### Enterprise Rent-A-Car

3300 N. Rancho Dr. Las Vegas, NV 89130  
702.395.2244

### Advantage Rent a Car

200 N Main Street Ste A, Las Vegas, NV 89101  
800.777.5500

## Restaurants

### Gritz Cafe

1911 Stella Lake St #150, Las Vegas, NV 89106  
702.255.4748

### Starbucks

1925 N M.L.K. Blvd., Las Vegas, NV 89106  
702.449.3477

### Panda Express

1350 W Lake Mead Blvd., Las Vegas, NV 89106  
702.550.4911

### The Westside Bistro

710 W. Lake Mead Blvd., North Las Vegas, NV 89030  
702.924.2115

### M. Thai Cuisine

722 W. Carey Ave Suite E, North Las Vegas, NV 89030  
702.626.6502

### Darla's Southern Cajun Bistro

1100 N. M.L.K. Blvd., Las Vegas, NV 89106  
702.636.4914

## 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

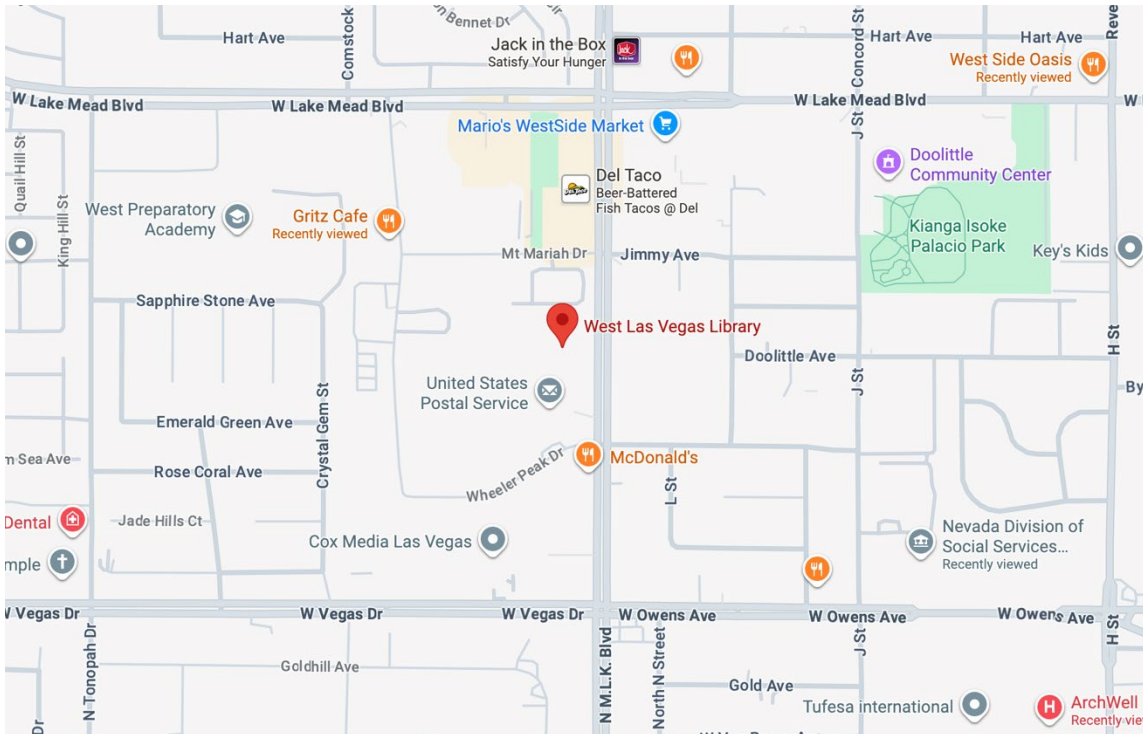
6050 S Valley View Blvd, Las Vegas, NV 89118  
702.942.4774

### AV Vegas

4780 Arville St, Las Vegas, NV 89103  
702.878.5050

# Map & Directions

**Address:** 1861 North Martin Luther King Jr. Blvd., Las Vegas, NV 89106



## From Harry Reid International Airport

- Turn left on Spencer St.
- Turn left onto Aller Dr.
- Turn left onto Surrey St.
- Turn right onto Russell Rd.
- Turn left onto Eastern Ave.
- Turn left onto E Fremont St.
- Turn right onto N 13<sup>th</sup> St.
- Turn left onto E Bonanza Rd.
- Turn right onto H St.
- Turn left onto Washington Ave.
- Turn right onto N. M.L.K. Blvd
- The library will be on the left
- 

## From I-15 N

- Take exit 42A for US-95 N toward Reno/Martin L King
- Take the Martin Luther King Blvd exit
- Use right lane to take ramp to M.L.K Blvd.
- The library will be on the left