



The Las Vegas-Clark County Library District (LVCCLD) strives to be a place that brings the community together to share information, attend programs, experience personal enrichment, and provides educational experiences and opportunities to connect with one another.

1. Must be at least 18 years of age to reserve an LVCCLD Performing Arts Center (PAC).
2. Reservations will be accepted on a first-come, first-served basis by contract after LVCCLD scheduling has been completed.
3. Reservations may be requested no more than twelve months in advance.
4. The LVCCLD Performing Arts Center License Agreement specifically defines the terms and conditions of use necessary to insure the safety, security and maintenance of the PACs and their equipment.
5. A 50% deposit of the estimated costs of the Performing Arts Center License Agreement, not to exceed \$7,500.00, is due upon submission of contract and is **NON-REFUNDABLE**.
6. Notice to cancel must be submitted in writing. If written cancellation is submitted to LVCCLD staff more than sixty (60) days in advance of the first licensed date, the Licensee shall be relieved of the remaining fees. If written cancellation is submitted to LVCCLD staff less than sixty (60) days of the first licensed date, the Licensee shall be liable for remaining fees.
7. Any group leaving after scheduled departure times will incur a pro-rated addition to their charges according to the LVCCLD Facility Rental Fee Schedule.
8. Any user/group leaving a PAC in a state that requires additionally scheduled cleaning by the janitorial crew will be charged a \$50 cleaning fee for the incurred service.
9. Groups impacting a PAC for more than two weeks must pay a fee of \$70 per day during their dark dates and/or storage purposes.
10. Unpaid balances in default may be turned over to a collection agency.
11. Must not disrupt or impede public access to library services or materials.
12. Any individual or group using LVCCLD facilities is expressly prohibited from using the LVCCLD name or the names of the individual facilities in any way other than to specify the location of the activity.



The views expressed and other information presented by a user individual or group in connection with the rental or partnership use of a LVCCLD facility are solely those of the user individual/group. LVCCLD's decision to rent a facility to a particular individual or group, or to partner with an individual or group for the presentation of a program, shall not constitute an endorsement, recommendation, or approval of the user's views, opinions, products, or services. LVCCLD specifically disclaims any liability or legal responsibility for the content of a facility user's activity, including but not limited to its accuracy, bias, completeness, or usefulness.

Any rental user of an LVCCLD venue who markets an event intended to attract the general public must provide a disclaimer on all promotional materials. This includes all communications, including but not limited to: flyers, posters, web pages, graphics, social media, public notices, press releases, digital advertising, box office promotions, interviews, and public service announcements. Language must be used on all promotional materials in a manner that clearly identifies usage is not a library-sponsored or library-generated event. The following language must be included on all communications and promotional materials:

*This program is not a Library District event. The views expressed and other information presented are solely those of the producing entity.*

If separation between the rental user and LVCCLD is not clearly distinguished, LVCCLD may terminate any existing contract, agreement, or Memorandum of Understanding, and/or trespass any rental user or associated group from future venue usage.

13. Alcohol is prohibited on all LVCCLD premises without express written authorization from LVCCLD. All requests must be submitted in writing at least 30 days prior to the event.

14. Groups must not engage in any activity that would cause concern for the health, safety, and well-being of LVCCLD patrons, building or premises. LVCCLD reserves the right to deny groups access if such activity occurs.

15. LVCCLD reserves the right to revoke facility use privileges of any individual and/or group that does not comply with the policy and guidelines stated herein or violates the terms and conditions of the LVCCLD Performing Arts Center License Agreement and/or Library Rules of Conduct.