



Venue Rental Frequently Asked Questions

The Las Vegas-Clark County Library District offers Performing Arts Centers and conference/meeting rooms for the public to rent. Below is a list of frequently asked questions about the rental process to provide a better understanding of what to expect. For further information please visit The Library District website (thelibrarydistrict.org/rental-facilities) or email library staff at ask@thelibrarydistrict.org.

1. What type of events are permissible at the library?

Conference/meeting rooms may be used for many event needs including meetings, performances, film screenings, lectures, private parties, and more! Each Performing Arts Center (PAC) is ideal for theater, dance, and music performances as well as larger presentations. Rental customers and their guests must abide by the Library Rules of Conduct, Performing Arts Center Rental Policy, Conference Room–Auditorium Rental Policy and all other applicable Library District policies and guidelines, and all local, state, and federal laws.

2. How soon may I rent a venue for my event? How far in advance may I rent a venue for my event?

Conference/Meeting rooms may be requested online as early as three days, and as far as six months in advance. For rental requests with less than three days' notice, customers must contact the library branch directly. Requests are honored on a first come, first served basis and are subject to venue availability.

Due to high demand, Performing Arts Centers are typically requested at least 45 days in advance, and no more than 12 months in advance.

3. Can I receive a refund if I cancel my event?

For conference/meeting room reservations, a written cancellation must be submitted at least 30 days prior to the original contracted date to receive a full refund. Refunds will not be issued for cancellations with less than 30 days' notice.

For signed Performing Arts Center agreements, the fifty percent (50%) deposit of the estimated rental fees is non-refundable regardless of when notice of cancellation is received. If written cancellation is submitted to staff more than sixty (60) days in advance of the first rented date the remaining estimated fees will not be charged. If written notice is received within less than sixty (60) days the rental customer is liable for the remaining estimated fees.

4. Does The Library District offer special rates for nonprofit and government entities?

No, venue fees are a flat rate of \$30 per hour for conference/meeting rooms and \$40 per hour for Performing Arts Centers. Additional fees for security and technicians may apply.



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5. Is there a minimum age requirement for requesting room rentals?

Yes, applicants must be at least 18 years of age to request a conference/meeting room and are responsible for any loss or damage of equipment/furniture.

6. May we charge a fee for attendees of our event/meeting? May we sell merchandise?

Yes, rental events have the flexibility to charge attendees and sell merchandise, so long as the event abides by our Performing Arts Center Rental Policy/Conference Room-Auditorium Rental Policy and our Library Rules of Conduct.

7. Is The Library District able to help promote my event?

No, rental customers are responsible for promoting their own events. Library display areas for event postings, which are free to the public, vary from venue to venue. Please contact the library where your rental is taking place for more information. The Library District does not post rental events on our website or promote them through social media. Any rental customer of a Library District venue who markets an event intended to attract the general public must provide the following disclaimer on all promotional materials: *This program is not a Library District event. The views expressed and other information presented are solely those of the producing entity*, as outlined in Library District policies.

8. Are there additional fees for furniture and equipment?

No, all furniture and equipment available in each venue are included in the price of the rental.

9. May I bring my own table and chairs?

Yes, rental customers may bring their own furniture and equipment after pre-approval by The Library District staff.

10. Will The Library District provide me with a laptop for my event?

No. The Library District does not provide, nor do venues have a laptop for public/private use during a venue rental.

11. May I bring props simulating prohibited items for demonstrations and performances?

Any props brought into any Library District building that are meant to simulate 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 to determine which simulated props are permitted and the guidelines that must be followed before they can be brought onto the premises.



12. May I pay extra to have The Library District staff set up and break down for me?

No, rental customers are responsible for the setup and breakdown of all furniture and equipment used.

13. May I have access to the room early to begin setting up if no other group is in the room? Can I stay past my scheduled time if no group is scheduled after my rental use?

No, rental customers may only access venues based on their reservation time. Time for set up and break down should be included in the total reservation time. Customers who wish to stay after the end of their rental may do so during normal business hours based on venue and staffing availability at a pro-rated fee.

14. May I decorate the room and hang items on the wall?

Rental customers are allowed to decorate the room, but are not allowed to put anything into the wall to hang decoration (e.g., tacks, nails). Decoration and items used to affix decoration to the wall must be removed at the end of the rental, and not damage the walls or leave behind residue when removed. All decorations have to be removed prior to departure. Helium balloons are not permitted in venues with high ceilings. The venue must be restored to its original condition at the conclusion of the rental use.

15. May I rent a conference/meeting room after normal library operating hours?

No, conference/meeting rooms may only be accessed during regular library hours. Performing Arts Centers may be rented outside of normal library operating hours. Please speak with the Performing Arts Center Coordinator to establish times for these rentals.

16. Is there an additional fee to use the Performing Arts Center after normal library operating hours?

Yes, rental customers must secure security services (\$15 per hour, per guard) for afterhours rental use. A four-hour minimum is required for all security services. If notice of need for security services is provided with less than 72 hours before the event, the rate increases to \$25 per hour, per guard.

17. May I serve food and drink?

Food and drink are permissible in our conference/meeting rooms, but we require that rental customers refrain from serving and consuming red liquids as spills and stains may cause permanent damage. Alcohol is prohibited on all Library District premises without expressed written authorization from The Library District. All requests must be submitted in writing at least 30 days prior to the event.

No food or drink (other than water) is permitted in Performing Arts Centers.



18. May I cook using The Library District's microwave/oven/stovetop? May I bring and use personal devices to cook and/or keep food warm for my event?

The Library District kitchens and kitchenettes are not designed or permitted for commercial food preparation and may only be used as a staging area (setting out food to be served in the venue). The Library District recommends that rental customers engage a licensed caterer for parties and events. Portable burners are not allowed in The Library Districts' facilities. Other items for warming food will be allowed on a case-by-case basis. Please check with library staff for approval of equipment before the date of your event.