

**Rental Venue Frequently Asked Questions Guidelines**

The Las Vegas-Clark County Library District offers Performing Arts Centers and conference 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](http://thelibrarydistrict.org/rental-facilities)) or email library staff at [ask@thelibrarydistrict.org](mailto:ask@thelibrarydistrict.org).

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

Conference 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, all other applicable Library District policies and guidelines, and all local, state, and federal laws. All rental customers must abide by the terms of use listed in the [Venue Use Policy](#).

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

Conference 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.

Performing Arts Centers are available by application no more than 13 months and no less than six weeks in advance.

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

For conference 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 thirty (30) days in advance of the first rented date the remaining estimated fees will not be charged. If written notice is received within less than thirty (30) 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, the Library district provides low rates to the public with a flat rate of \$30 per hour for conference 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 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 [Venue Use 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 Library District programs and approved free community event postings 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 of \$30 per 15 minutes for Conference Rooms, \$40 per 15 minutes for Performing Arts Centers, and the hourly rate per 15 minutes for all labor costs.

**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 room after normal library operating hours?**

No, conference 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 for afterhours rental use. A four-hour minimum is required for all security services. If security services are required for more than eight hours overtime rates will apply.


**17. May I serve food and drink?**

Food and drink are permissible in our conference 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 14 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's demonstration 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.

Customers wishing to use the catering kitchen in the West Las Vegas Library's Event Center must have a catering license and anyone operating in the kitchen must have the proper food handling credentials. Customers using the catering kitchen are responsible for maintaining all Southern Nevada Health District Regulations.

**19. May I use open flames such as candles and Sterno devices when using the facilities?**

In Library District conference rooms customers may use birthday candles and chemical-heat (Sterno) devices with approval from staff. They must be lit using a self-extinguishing lighter and a fire extinguisher must be in full view while open flame devices are lit. Customers must follow all provisions of use listed in the Open Flame Usage Guidelines. In Performing Arts Centers open flame devices such as candles, torches and all other pyrotechnics are not permitted at any time.

**20. Will the Library District assist with the streaming of virtual meetings in Conference Rooms and Performing Arts Centers?**

For live streaming/broadcasting or recording of events the Library District can only provide mic level audio and access to public Wi-Fi. The Library District does not provide equipment or staff to assist with any live streaming/broadcasting or recording of events. Internet speeds are subject to customer usage and may not be sufficient for video streaming or video conferencing. We recommend that customers download all video content or supply their own internet hotspot if an internet connection is needed for the event.

**21. Does my rental include use of the parking lot, lobby, or other areas of the library?**

No. Rental of Library District facilities only includes the conference room, event center, or Performing Arts Center and does not include exclusive use of any other public library areas. Staff may approve customers to utilize adjoining public areas such as lobbies for brief related activities (i.e. check-in tables or ticket sales) provided there is adequate space and that activities do not disrupt other library customers or operations. Rental customers must restore these areas to their original condition when not actively used. Parking lots are intended for customer parking and may not be used for event activities or equipment storage. Library District customer parking is open to all customers on a first come, first served basis.

**22. Can I have a food truck in your parking lot?**

No. Rental customers are not permitted to extend rental activities, including food services, into outdoor areas (parking lots, plazas, patios, etc.).