



# Auditorium Rental Policy and Rules of Use

Cuyahoga County Public Library (hereinafter referred to as “CCPL”) provides open, welcoming auditorium space where community members come together to collaborate, connect, engage in civic dialogue and experience personal enrichment.

The right of a group, organization or individual (hereinafter referred to as the “Client”) to rent CCPL auditorium space does not constitute an endorsement of the Client’s policies or beliefs by CCPL.

## Availability

1. Must be at least 18 years of age to rent CCPL auditorium space.
2. CCPL auditorium space is available to rent between 7:00 a.m. and 10:00 p.m. daily, except holidays.
3. Auditorium rental applications must be received at least 45 days in advance of the event date. Rentals can be scheduled up to 6 months in advance.
4. CCPL reserves the right to limit use of its auditorium space and may offer other available meeting space to accommodate meetings and events.
5. The needs of CCPL and its affiliates take precedence over those of the Client.

## Rules for Use

1. Clients and their guests must follow CCPL’s Rules of Conduct.
2. CCPL reserves the right to terminate an event in progress or withdraw permission to use its auditorium space when conditions described in this policy warrant such action or in case of an emergency.
3. Meetings must be conducted so as not to disturb others using the library. Groups that disturb CCPL activities or other library users may be suspended from renting CCPL auditorium space again in the future.
4. Maximum capacity for any meeting or event held in CCPL auditorium space is determined by the Client’s room setup requirements.
5. The auditorium must be vacated by the end of the rental period. Groups that fail to vacate the auditorium at the end of their rental period may be suspended from renting CCPL auditorium space again in the future.
6. Young children accompanying adult users of CCPL auditorium space shall not be left unattended.
7. CCPL audiovisual equipment and stage lighting is available only upon prior reservation and must be operated or supervised by CCPL staff.

8. The auditorium must be left in the condition in which it was found unless other instructions are given. Clients are not permitted to move CCPL equipment, including but not limited to sound, lighting and stage equipment.
9. Clients are responsible for cleaning up after their use of the auditorium.
10. CCPL's name, address or telephone number may not be used as the official address or headquarters of a group. The Client's use of CCPL auditorium space shall not be publicized in such a way as to imply sponsorship of the Client's activities by CCPL.
11. CCPL does not have a preferred caterer. Clients are responsible for making their own catering arrangements.

## **Rental Application & Liability**

1. Clients must submit an online rental application to CCPL's Media Services Department.
2. All Client's must designate one individual who will be required to sign an Auditorium Rental Agreement and be present during the rental period. The Client must be an adult age 18 or older and is responsible for the orderly conduct of the group.
3. The Client shall obtain liability insurance coverage in the sum of one million dollars (\$1,000,000) for the auditorium rental period and name CCPL and its employees and agents as insured or additional named insured in a form acceptable to CCPL. Proof of insurance shall be provided to CCPL no less than 30 days prior to the rental period.
4. In the event of any damage to CCPL property and/or equipment, the Client will be liable for replacement costs.

## **Fees**

1. A non-refundable 25 percent deposit and a signed Rental Agreement are required to rent CCPL auditorium space.
2. Final payment and proof of liability insurance must be received no less than 30 days prior to your event. Groups that fail to submit paperwork and/or payments on time may be denied use of the auditorium.
3. Additional setup, support and cleaning fees may apply in accordance with the CCPL Auditorium Fee Schedule.
4. Storage of equipment and/or supplies is available at the discretion of CCPL.
5. CCPL reserves the right to require security and/or traffic control at any event held in its auditorium space, at the Client's expense. All security and traffic control arrangements will be coordinated between CCPL and local law enforcement.

If you have any questions about renting a CCPL Auditorium, please contact the Media Services Department at **216.749.9320**.

**Adopted by the Cuyahoga County Public Library Board of Trustees on July 23, 2013.  
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