

H. O. Hirt Auditorium Use Policy **Joint Operating Committee - Bayview Commons Policy**

1. Purpose

It is the Joint Operating Committees' intention to make the H. O. Hirt Auditorium in Bayview Commons available to the residents and organizations of Erie County for educational, civic, and cultural meetings and events. It is also the purpose of the committee to make the facilities available to the maximum number of groups.

This policy is subject to change without notice by vote of the Joint Operating Committee.

2. Capacity

H.O. Hirt Auditorium-288 seats (134 on the main floor, 154 on elevated side and balcony)

3. Insurance Requirements – If this is not provided, we reserve the right to cancel your event.

The individual or entity using the H.O. Hirt auditorium is responsible for the care of the area and must provide a certificate of liability insurance at a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate with the County of Erie as an additional named insured for the time period in which the auditorium is used. The Joint Operating Committee reserves the right to increase the level of insurance required depending on the nature of the number of expected participants.

The Certificate of Liability Insurance should be filled out as follows. The Certificate Holder box should read County of Erie, c/o Erie County Public Library, 160 East Front Street, Erie, PA 16507. The Description of Operations box should include the name and date of the event.

4. Refreshments

No food or beverages are permitted in H.O. Hirt Auditorium. No alcoholic beverages may be served in H. O. Hirt Auditorium. A fee of \$100 will be assessed upon either occurrence, and may result in discontinuation of services. Additionally, No food or beverages may be sold or distributed in the lobby of the Bayview Commons.

5. Fees

Fees	Non Profit Organizations	Commercial/ Private	County Unions/EC Departments	All Government Agencies
Rental fee – 5 hour block of time or less	\$400/\$600 **	\$600	\$35-3 hour time block	\$125
Additional hours rental	\$75/\$100 per hour **	\$100 per hour	+\$35 after 3 hours	\$25 per hour
Site Coordinator – off hours (any hours before 8 am or after 3 pm. Monday through Friday and all day Saturday and Sunday)	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Security- hourly rate	\$48	\$48	\$48	\$48
Piano Tuning	TBD at scheduling			
Clean up fee (To be assessed ONLY when room is left in disarray after an event)	\$100.00	\$100.00	\$100	\$100.00

**** Non-profit organizations with over 100 employees/members pay commercial rate. ****

6. Scheduling Requirements

The Erie County Public Library is responsible for scheduling the auditorium. At the time of scheduling the Hirt Auditorium, the individual or group must provide a description of the event, number expected, starting and ending times, and any special needs. Requests will be scheduled in order of receipt. On occasion, a group may be asked to use a different space than that originally scheduled based on size of groups requesting use of the facility at any one time. In all cases the Joint Operating Committee has the right of last approval.

7. Confirmation Process- COMPLETING THE CONTRACT AND PAYING INVOICE FOR FEES DUE

After the request is made, the contact person for the group will receive a contract (invoice), a copy of the auditorium policy, and a checklist of requirements. The contract, checks, your insurance policy and any required documentation must be returned no later than **2 weeks after requesting the date**. When all of the above has been returned, the event will be considered confirmed. **If documentation and payment is not made after two weeks, the reservation will be cancelled and released for booking.**

8. Cancellation Policy

An event may be canceled within three-week notice. If less than three weeks' notice is given, the individual or entity will forfeit the rental fee but will have all other required deposits returned. (Site Coordinator)

9. Hours of Availability

The times and days that the auditorium will be available for scheduling will be seven days a week from 8:00 a.m. to 10:00 p.m. As stated in section five entitled Fees, events that occur outside of normal business hours (any hours before 8 am and after 4 PM Monday through Friday, and all day Saturday and Sunday) are monitored by a Site Coordinator of the Joint Operating Committee and will be charged an additional hourly assessment. Arrangements must be made in advance for after-hours use. To avoid incurring additional staff costs, the organization and all participants must be out of the building at closing time; therefore, ending times should be scheduled at least 15-30 minutes prior to closing to allow for clean up and departure. **If an event requires the coordinator to stay past the closing time for any portion of an hour, an assessment of \$35 per hour will be charged.**

10. Security Requirements

The Joint Operating Committee requires security during all hours of the event. The cost of scheduling security will be added to the renter's contract if the hours of the event fall outside the building's normal operating hours. In addition, the scheduling organization will be held liable for any costs incurred for additional security if, at the discretion of members of the Joint Operating Committee, it becomes necessary to call for additional security while an event is in progress.

11. Access to Facility and Parking for Events

Participants may park in the public lot in front of the building. No parking is permitted in the staff and service entrance areas on either the east or west sides of the building nor in other reserved areas.

****We ask that County employees attending a "County function" not park in the front public lot as it should be reserved for library and museum patrons. County employees are to park North of Intermodal in the lower Port Authority lot off Holland St. ****

12. Use of Equipment

Only equipment outlined on the contract will be provided by the Joint Operating Committee.

Wireless Internet Access will be available.

Participants must provide their own laptop or device. The Joint Operating Commission is not liable for damaged personal property.

The site coordinator will be available during events to provide access to the auditorium and enforce the policy. They will ensure all previously agreed upon requests are met, including house lighting, house sound and providing house equipment required for use at your event. The coordinator will not be responsible for operating any technical

equipment other than specified above. Please review the list of acceptable technical providers, as approved by the Joint Operating Committee, if assistance will be needed for:

Zoom Interface, Lighting Adjustments, Projection, or Extensive Audio/Visual Needs. Please note that only providers listed will be granted access to the sound booth, all other technical needs will be operated by participant via the stage podium HDMI connection. **No group will be permitted to bring their own technical people unless pre-approved.** Following the event, the site coordinator closes the auditorium and secures the building.

Participants agree not to exceed the maximum capacity of 288 in the Auditorium.

Participants agree not to exceed the maximum capacity of 40 on the Stage.

Participants may request (up to) two (2) tables on Stage and (up to) two (2) tables at the entrance to the Auditorium.

Participants may request (up to) ten (10) folding chairs.

A piano is available for use. Payment for tuning are the responsibility of the individual(s) renting the auditorium. Tuning arrangements will be made by the Library Business Office and billed back to the renter.

13. **Smoking**

Smoking is not permitted anywhere on County property. No candles permitted.

14. **Damage**

The individual or group using H.O. Hirt Auditorium is responsible for leaving the space as it was found. In the event of damage to the building, furniture or equipment, repair or replacement cost is the responsibility of the individual or organization using the space.

Joint inspection of the Auditorium is required prior to and after use. Prior inspection of any equipment or other paraphernalia used in the performance or production is required. No penetration into or adhesion to walls, floors or other surfaces is permitted. Posters, signs, decorations or any similar items may not be attached to the entrance doors, lobby walls, or hung from the ceiling or light fixtures. Users will pick up and remove all debris deposited by themselves and the audience. Please see associated fees outlined in Section 5.

No abuse of the facility will be tolerated. The Joint Operating Committee reserves the right to cancel and eject any group, which does not observe policy standards.

***List of approved providers for auditorium:**

Grise Audio Visual Center
2402 Cherry St
Erie, PA 16502
Contact : Don Grise
814- 452-4465

Raven Sound
2617 Peach St
Erie, PA 16508
814-456-0331

***Piano tuning:**

Froess Pianos & Keyboards
637 Kahkwa Blvd
Erie, PA 16505
814-835-5000

Doug Jones
814-218-1116

Brice Piano Tuning
1931 Oxford St
Erie, PA 16506
(479) 282-9848 mbricearl@gmail.com