

H. O. Hirt Auditorium Use Policy
Joint Operating Committee - Bayview Commons Policy
January 2004
Updated April 2006

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. No food or beverages may be sold or distributed in the lobby of the Bayview Commons.

5. Fees

Additional fees may be added for security, audio-visual, cleaning, and other needs at the discretion of the Joint Operating Committee. If security or technical personnel must be assigned for an event, or an event requires unusual lighting or equipment needs, the scheduling organization will be billed.

Fees	Non Profit Organizations	Commercial/ Private	State Agencies and all other governmental agencies
Rental fee – 5 hour block of time or less	\$275	\$500	\$100
Additional hours rental	\$55 per hour	\$100 per hour	\$20 per hour
*Site Coordinator – off hours (any hours before 8 am or after 4 pm. Monday through Friday and all day Saturday and Sunday)	\$35 per hour	\$35 per hour	\$35 per hour
Security Charges – off hours (when building is closed)	\$20 per hour	\$20 per hour	\$20 per hour

There is no charge for Erie County Departments.

*The site coordinator will be available during events to provide access to the auditorium and enforce the policy. He will ensure all previously agreed upon requests are met, including house lighting, house sound and house equipment required for your event. Following the event, the site coordinator closes the auditorium and secures the building.

*The site coordinator does not accept or sign for privately arranged deliveries, does not provide clerical services such as making telephone calls, copies or typing, and does not service equipment that is rented or brought in for your event.

6. Scheduling Requirements – COMPLETING THE REQUEST FORM

The Erie County Public Library is responsible for scheduling the auditorium. At the time of scheduling the Hirt Auditorium, the individual or group must complete a Request Form, listing a description of the event, number expected, starting and ending times, and any special needs. Requests must be submitted at least 30 days in advance.

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 form is received by the Erie County Public Library, the contact person for the group will receive a contract (invoice) listing agreed-upon arrangements, 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 one month before the scheduled event. When all of the above has been returned, the event will be considered confirmed.

8. Planning Meeting Requirement

For events scheduled in the H.O. Hirt Auditorium, the organizers are required to meet at least once with a representative of the Joint Operating Committee to do a walk-through, determine audio-visual needs, discuss safety/security requirements, and confirm additional requirements for use of the facility. This meeting should take place no later than two weeks in advance of the scheduled date.

9. Cancellation Policy

An event may be canceled with three weeks 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.

10. 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. In addition, for events scheduled outside of normal business hours, the group using the facility will be responsible for the costs incurred for security. Arrangements must be made in advance for after-hours use. To avoid incurring additional security 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.

11. Security Requirements

The Joint Operating Committee reserves the right to require the scheduling organization to pay for additional security during normal hours if necessary for the event. 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 security while an event is in progress.

12. Access To Facility And Parking For Events

Access to the complex is from the main Front Street doors only, beginning at 8:00 a.m. Please see enclosed parking map.

13. Use of Equipment

For very technical use, such as stage performances and audio/visual presentations, the group using the facility must hire a technician on the approved list* provided by the Joint Operating Committee. No group will be permitted to bring in their own technical people unless approved, in advance, by the Joint Operating Committee.

14. Smoking

Smoking is not permitted anywhere in H. O. Hirt Auditorium or any other part of Bayview Commons. No candles are permitted.

15. 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.

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 common decency.

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

Grise Audio Visual Center
201 East 8th Street
Erie, PA 16503
Contact : Don Grise
452-4465

Raven Sound
2617 Peach Street
Erie, PA 16508
456-0331