

Lock 3 RULES FOR USE

(updated 1/31/13)

Only City of Akron sponsored and co-sponsored events may use the venue.

Reimbursement of costs

A service fee of **\$250** will be paid in advance to “City of Akron Lock 3” to cover the city’s out-of-pocket costs for a site manager during your event, trash removal from site, and the costs of cleaning the restrooms in the building before and after your event.

PARKING

Parking is available in the State Street parking deck. There is no charge for parking after 6pm weekdays, Saturdays, Sundays, or holidays. An elevator is available to Lock 3.

Handicapped parking – in State Street parking deck – then take elevator to Lock 3.

Loading

Access to the park for set-up and tear down should be done by entering the brick alley just south of State Street. If for some reason the main gate at University needs to be opened, the event producer must supply a person to attend the gate, and only allow necessary vehicles to enter. There is limited parking for loading/unloading purposes in the alley at the bottom of the brick alley.

GRASS

The City of Akron works diligently to maintain the grass. Absolutely NO VEHICLES are to drive on the grass.

Maintaining the Lock 3 premises

The event producer is responsible for restoring the park to its condition following the event:

- All trash on grass and throughout park should be picked up and thrown away.
- Green and blue Toters are available throughout park for trash and recyclables. Lock 3 staff will show producer where to find empty Toters.
- All concrete trash receptacles throughout the park need to be emptied into a Toter.
- All trash cans in building need to be emptied into Toters
- At the end of the event, all Toters should be placed together for City crews to remove. Lock 3 staff member will show producer where to place these.
- The concession counter should be wiped down, and pots, containers, etc. cleaned and returned to their shelf.

DELIVERIES/PICK-UPS

All deliveries before event, or pick-ups after event should be arranged 24 hours in advance with Lock 3 staff, (330-375-2877). Event producer will be asked to arrange deliveries when staff will already be on site.

LOCK 3 ITEMS - FEES

The City of Akron has several items that may be available for the event producer to use. The Lock 3 staff will show event producer where items are located. It is the event producer’s responsibility to get items out and put items away after use. There are small fees associated with the use of each item. These fees are simply intended to help replace and maintain the equipment.

- **Tables and Chairs:** For an additional fee, event staff may have access to the following:

ITEM		QUANTITY
Tables	Rectangle - Plastic 6'	25
	Round – Wooden 5'	12
Chairs	Plastic folding	70

\$25 – For use of less than 10 tables and 20 chairs

\$50 – For use of more than 10 tables and 20 chairs

- **Ice and Containers:** For an additional fee of **\$50**, event staff may have access to the following:

The event producer may use any ice that is available. If there is a City of Akron event the night before, the City of Akron will let the producer know in advance and the purchase of ice will not be available.

There are several coolers/beverage holders of various shapes and sizes available to use. Several of them are on wheels.

Lock 3 RULES FOR USE CONTINUED

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➤ **Sound System:**

\$25 – Small amplifier and microphone – good for making simple announcements to a small crowd.

\$50 – Two (2) larger speakers and small mixing board – good for playing music (though an ipod or other music device supplied by event staff) and making announcements throughout park.

- **Staffing:** For an additional **\$15 per hour per staff member**, the City of Akron can provide staff to help with your event. This staff would get out, set-up and put away all tables and chairs. Take care of setting up the trash receptacles, cleaning up and removing the trash receptacles after the event. And any other additional labor that your organization may need assistance with. Our staff is very experienced at doing events inside the Lock 3 venue and can be a valuable asset.