

Lock 3 RULES FOR USE

Fees/ Rental

No fee is charged for events approved as co-sponsored events by the City.

Reimbursement of costs

A deposit 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, 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 Tish Jernigan, Lock 3 Manager (330-812-7556). Event producer will be asked to arrange deliveries when staff will already be on site.

LOCK 3 ITEMS

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.

ITEM		QUANTITY
Tables	Plastic 6'	25
	Round 5'	15
	Round 3'	4
Chairs	Metal folding	50
	Plastic folding	75

In addition, the City of Akron has an ice machine. The event producer may use any ice that is available. If there is a City of Akron event the night before, there is no guarantee that there will be ice available. There are several coolers/beverage holders of various shapes and sizes also available.