



# OPERATING POLICY

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## KEVIN J. DIERKES COMMUNITY ROOM

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The function of the Kevin J. Dierkes Community Room (herein after referred to as the Dierkes Community Room) is the same as that of the La Grange Public Library: to serve the cultural, educational and civic interests of the La Grange residents by providing a non-commercial meeting place without bias as to racial, ethnic, religious, or political affiliation.

The Dierkes Community Room facilities include chairs, tables, and an audiovisual system. The Janet Baumgartner Hospitality Room can also be reserved in conjunction with the Dierkes Community Room.

Meetings must be held without charge for admission or monetary solicitation and be open to the public. The Room is available for private meetings only on weekdays between 9:00 am and 3:00 pm. While using the Dierkes Room, patrons are prohibited from operating a business that involves selling goods or products from the Library.

The Dierkes Room application may be subject to approval by the library director. The individual reserving the room must have a La Grange Library card and be at least 18 years old. The group must indicate in any literature advertising its program that advance notice is required for ADA accommodations.

The library director or any designated staff member reserves the right to review all literature, fliers, press releases, etc. which any approved applicant intends to distribute before, during or after the meeting. These materials must be submitted to the library director at least two (2) weeks prior to the date and time of the use of the Dierkes Room. All such materials must include the following statement: "The Library neither sponsors nor endorses this event nor the presenting individual or organization." Failure to comply with this rule may result in the denial of future Dierkes Community Room Applications by the same individual and/or group.

### **Dates and Times**

Dierkes Community Room applications will be subject to the following priorities as to the dates and times of use:

1. Library sponsored meetings or programs take precedence over community use. The Library reserves the right to allocate space at its discretion, with the goal of serving as many La Grange residents as possible.
2. Dates may be reserved not more than three months in advance. Dates need to be reserved at least 24 hours in advance. The 24-hour advance booking may be waived for groups that have booked the room previously, depending on availability.
3. Maximum time per reservation is four hours.

### **Rules for Meeting Room Use**

No fees are charged for use of the room(s).



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1. A member of the group shall make arrangements with library staff to learn the use of equipment in the Dierkes Community Room a minimum of 72 hours prior to the reserved date if necessary. The Library will not provide staff to operate AV equipment during the meeting.
2. The booking cardholders must bring their own equipment and supplies, remove same and clean up the area after use. Serving alcoholic beverages and smoking are prohibited. (The Library is a smoke free facility under Village of La Grange Ordinance No. 0-07-43.)
3. All properties, equipment and exhibit materials brought into the Dierkes Community Room are subject to approval by the Library Director. Any such materials or properties must be removed immediately after use of the room.
4. The Dierkes Community Room is available to children's groups (Scouts, youth groups, etc.) for meetings only under the supervision of a minimum of two responsible adults.
5. Responsibility must be assumed by the cardholder for damage, breakage, and/or theft of furnishings, properties and equipment occurring during use of the room. Any damages resulting from the use of the room may be charged to the library card.
6. Meetings are normally scheduled during regular Library hours. The booking cardholder is expected to include set up time and take down/clean up time within the scheduled time period. The Dierkes Community Room closes at 8:45 p.m. week nights and 4:45 p.m. weekends.
7. The booking cardholder must be present for any meetings booked.
8. Repeated cancellations or no-shows may result in a \$10 fee added to the library card.
9. Each room has a standard room set-up. If additional tables and chairs are needed, the cardholder should indicate that at the time of reservation. Groups are expected to rearrange the room to their own needs, and return the room to the original set-up before leaving.