



OPERATING POLICY

DONNA RAYMOND BOARD ROOM

The function of the Donna Raymond Board Room (herein after referred to as the Raymond Room) is to provide a group collaboration space for both for-profit and non-profit organizations, without bias as to racial, ethnic, religious, or political affiliation.

The Raymond Room is available for the use of groups of 5-14 people needing a collaborative work space. The Raymond Room facilities include 14 chairs, a large conference table, and a WiFi-enabled monitor. While using the Raymond Room, patrons are prohibited from eating, littering, using furniture inappropriately, or operating a business that involves selling goods or products from the library. 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 Raymond Room, patrons are prohibited from operating a business that involves selling goods or products from the Library.

The Raymond 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 Raymond 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 Raymond Room applications by the same individual and/or group.

Dates and Times

Raymond 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

1. A La Grange Public Library card is required for all bookings. The booking cardholder must be present for any meetings booked.



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

2. A member of the group shall make arrangements with library staff to learn the use of equipment in the Raymond 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.
3. 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.)
4. All properties, equipment and exhibit materials brought into the Raymond Room are subject to approval by the Library Director. Any such materials or properties must be removed immediately after use of the room.
5. If the group booking includes minors, there must be a minimum of two responsible adults.
6. 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.
7. Meetings are normally scheduled during regular Library hours. The booking cardholder is expected to include clean up time within the scheduled time period. The Raymond Room closes at 8:45 p.m. week nights and 4:45 p.m. weekends. Meetings scheduled outside of regular library hours are subject to fees and must be arranged and paid at time of booking. Such meetings are subject to staff availability.
8. Repeated cancellations or no-shows may result in a \$10 fee added to the library card.
9. The Raymond Room has a standard room set-up (one large conference table and 14 chairs) that is not to be changed. No additional chairs or tables are available. Groups are expected to return the room in the same condition before leaving.