

OPERATING POLICY

STUDIO 10 WEST

The function of Studio 10 West is to provide La Grange residents a space to utilize digital media (such as audio and video recording equipment and editing software). The room is not designed to function as a full-fledged recording studio, only to provide a basic workspace for residents.

Studio 10 West facilities include computers to edit, design and record. Video and still cameras, microphones, and an electronic keyboard are available. Lighting equipment and green screen capabilities are present.

Studio 10 West is available for the use of La Grange cardholders ages 14 and above with a valid library card. The Studio 10 West application may be subject to approval by the Library Director.

Dates and Times

Studio 10 West 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. For the production room, dates may be reserved not more than three months in advance. We encourage booking the production room in advance when possible. Editing room computers are reserved on a first-come, first served basis.
3. Studio sessions are 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. Studio 10 West closes at 8:45 p.m. week nights and 4:45 p.m. weekends.
4. Maximum time per reservation is four hours.

Rules for Studio Use

1. A member of the group may make arrangements with library staff to learn the use of equipment in Studio 10 West a minimum of 72 hours prior to the reserved date if necessary. The Library will not be able to provide staff to operate equipment during the studio session.
2. The booking cardholder may bring their own supplemental equipment and supplies, remove same and clean up the area after use. Food and drink are prohibited in the production and editing rooms.
3. Studio 10 West is available for use by children only under the supervision of an adult.
4. Responsibility must be assumed by the cardholder for damage, breakage, and/or theft of furnishings, properties and equipment occurring during use of the room. Public liability



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insurance coverage does not cover the negligence of the booking cardholder nor will it protect that person if suit is brought against him or her. The cardholder will be asked to sign a liability waiver the first time the room is booked. Residents aged 14-17 will need a parental signature on the liability waiver.

5. The booking cardholder must be present for any studio session booked.
6. No more than six people in the production room.
7. Repeated cancellations or no-shows may result in loss of studio privileges.
8. The studio production room has a standard room set-up. If additional tables and chairs are needed, the cardholder should indicate that at the time of reservation. Users are expected to rearrange the room to their own needs, and return the room to the original set-up before leaving and receiving their ID back.