



# 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-profit, non-commercial meeting place without bias to racial, ethnic, religious, and political groups.

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.

The Dierkes Community Room is available for the use of not for profit, non-commercial group meetings. The Room is not available for private parties. Meetings must be held without charge for admission or monetary solicitation and be open to the public. Library staff may ask for documentation confirming a group's not for profit, non-commercial status if not commonly known. 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 21 years old. The group must indicate in any literature advertising its program that advance notice is required for handicapped 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 48 hours in advance, to allow for set-up time.
3. Maximum time per reservation is four hours.



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## **Rules for Meeting Room Use**

1. A deposit for each use of the room will be made as per the Application for Use of the Dierkes Community Room. Payment of all deposits must be made in advance of the meeting date. The room will not be booked until the deposit is received. Each booking requires a separate deposit. The procedure for refund of the deposit will be explained at the time of application/deposit. Deposits unclaimed after 60 days will be considered a donation to the Library.
2. 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.
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 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.
5. 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.
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. Public liability 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.
7. 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. 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. The booking cardholder must be present for any meetings booked.