



OPERATING POLICY

KEVIN J. DIERKES COMMUNITY ROOM

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.



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.



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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.



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STUDY ROOMS

Use of the Study Rooms

Three study rooms are available for patron use on the second floor of the Library. The rooms are primarily for the use of one to six patrons who need to converse with one another (or on the phone) while engaged in a project with a civic, cultural, or educational purpose. An adult must accompany children under fourteen years of age. The booking cardholder must be present for any meetings booked.

Requesting a Study Room

A group or individual may arrange for the use of a study room, in person or over the phone, at the Reference Service Desk. The Library staff reserves the right to place patrons in specific rooms depending on current requests and other factors. Before being admitted to the room, a patron must show a valid Illinois library card which can be verified in SWAN. La Grange cardholders may request a study room a maximum of one day in advance. Other library cardholders can request a room in person on a first-come, first-served basis.

Limits for Use of a Study Room

La Grange cardholders may book a study room for two hours in a day; other library cardholders may book for one hour in a day. This time may be extended if no other patrons are waiting to use the room. If an individual or group with a reservation is ten minutes late, the reservation may be forfeited. Individuals or groups may only book once in a day. All study rooms will be closed 15 minutes prior to Library closing.

Patron Behavior in a Study Room

Patrons using the study rooms must comply with the provisions of the policy governing patron behavior in the Library. Copies of this policy statement are available at all service desks. While using the study rooms, patrons are prohibited from eating, littering, using furniture inappropriately, or operating a business that involves selling goods or products from the Library.

Repeated violations of the policy may result in a loss of study room privileges.