



# OPERATING POLICY

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## RESERVABLE SPACES

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The primary purpose of La Grange Public Library spaces is to provide facilities for Library and community activities and functions. When the spaces are not needed for Library use, they may be made available for the community as described below.

Spaces are reservable free of charge on an equitable basis by La Grange Public Library cardholders. Use of any Library space by commercial entities to conduct the sale of products or services and by individuals for commercial transactions or for purely social events, is prohibited.

The Library reserves the right to apply limits on use of the spaces at the discretion of the Executive Director in order to ensure equitable access as outlined in applicable space reservation procedures.

The La Grange Public Library cardholder who makes the reservation must be present for any activities they have booked.

The availability for reservations is limited to the Library's regular hours of operation. Reservations end and spaces must be vacated 15 minutes prior to closing.

Each space has a standard room set-up. Customers are expected to rearrange the room to their own needs, and return the room to the original set-up and clean up the room before leaving.

The booking cardholder is responsible for damage, breakage, and/or theft of furnishings, properties and equipment occurring during use of the space. Any damages resulting from the use of the space may be charged to the booking cardholder's Library account.

Anyone using Library spaces must comply with the Library's procedures and policies, including the Code of Conduct. Repeated violations of Library policy, or cancellations and no-shows may result in suspended privileges.

Customers may make arrangements with Library staff to learn how to access the equipment in spaces as 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 booking.

Permission to use a Library space does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

## KEVIN J. DIERKES COMMUNITY ROOM

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Community groups or organizations which render a direct service to the residents of La Grange may use the Dierkes community rooms for meetings of an educational, civic, cultural, or literary nature. Meetings must be held without charge for admission or monetary solicitation and be open to the public.



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The individual reserving the room must have a La Grange Public Library card and be at least 18 years old. Individuals who reserve the room are responsible for providing sign language interpretation and/or other forms of special accommodation requested to meet ADA regulations and must indicate in any promotional materials that advance notice is required for ADA accommodations.

All properties, equipment and exhibit materials used are subject to approval by the Executive Director. Promotional materials must include the following statement: “The Library neither sponsors nor endorses this event nor the presenting individual or organization.”

Serving alcoholic beverages and smoking are prohibited. (The Library is a smoke free facility under Village of La Grange Ordinance No. 0-07-43.)

## **DIGITAL STUDIO**

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The function of the digital studio is to provide a space to utilize digital media (audio and video recording equipment, editing software and scanning equipment).

The digital studio is available for the use of La Grange Public Library cardholders ages 14 and older. The digital studio is available for use by children 13 and under only under the supervision of an adult.

Food and drink are prohibited in the studio.

## **WORK/STUDY SPACES**

### **DONNA RAYMOND BOARD ROOM**

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These spaces are available for individuals or small groups to work, study, create or meet.

These spaces are reservable by La Grange-based organizations that have a La Grange Public Library Business, Government, and Organization card in addition to individual La Grange Public Library cardholders.

These spaces may be available to others when not in use by La Grange cardholders or businesses, on a more limited basis.