

Operating Policy

RESERVABLE SPACES

The primary purpose of La Grange Public Library public gathering spaces is to provide facilities for Library and community activities and functions. Reservable spaces are made available for the operational needs of the Library first. When the spaces are not needed for Library use, they may be made available for the community as described below. See the “Reservable Spaces Chart” for limits regarding time, age, and occupancy.

1. Spaces are reservable free of charge on an equitable basis by La Grange Public Library cardholders up to sixty (60) days in advance.
2. Anyone using Library spaces must comply with the Library’s procedures and policies, including the Code of Conduct. Repeated violations of any Library policy, last-minute cancellations, or no-shows may result in suspended privileges.
3. 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.
4. The Library reserves the right to apply limits on use of the spaces at the discretion of the Executive Director to ensure equitable access as outlined in applicable space reservation procedures. Previous use of a reservable space does not guarantee continued use of a reservable space.
5. The La Grange Public Library cardholder who makes the reservation must be present for the entirety of any activities they have booked, as they are responsible for the reservable space and ensuring adherence to Library policy.
6. 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.
7. Each space has a standard room set-up. Patrons are permitted to rearrange the room to their own needs but are required to clean and return the room to its original set-up before leaving.
8. The booking cardholder is responsible for damage, breakage, and/or theft of Library furniture, property and/or equipment resulting from the use of the space by the booking cardholder and/or the group which the space was booked for. Any damages resulting from the use of the space may be charged to the booking cardholder’s Library account.
9. Patrons may make arrangements with Library staff to learn how to access the equipment in a reservable space 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 reservation.
10. 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. All published program promotion by the group must include the phrase, “The La Grange Public Library provides meeting room space as a community service. The Library neither sponsors nor endorses this event nor the participating individual(s) or organization(s).

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11. Groups are solely responsible for promoting, taking registration for, and adhering to posted room capacity limits. Occupancy limits may be reduced upon recommendation of state or local health departments due to public health concerns.

Kevin J. Dierkes Community Room

Community groups or organizations which render a direct service to the residents of La Grange may use the Dierkes Community Room 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.

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 La Grange Public Library provides meeting room space as a community service. The Library neither sponsors nor endorses this event nor the participating individual(s) or organization(s)."

When reserving the Dierkes Community Room, you may request access to the Baumgartner Kitchen. This space has a refrigerator and running water. Access to any disposable cups, silverware or serve wear is limited to Library functions. Serving alcoholic beverages and smoking are prohibited. (The Library is a smoke-free facility under Village of La Grange Ordinance No. 0-07-43.)

OTHER WORK/STUDY SPACES

Flex Spaces

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

These spaces are reservable by any La Grange Public Library cardholders ages 16 and older.

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

Study Rooms

The Library makes 3 study rooms available for the use of small group meetings and quieter workspaces. The capacity of each room is clearly posted outside each door, and those limits will be enforced for safety purposes.

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Study rooms are reserved for La Grange Public Library cardholders aged 10 and over up to 60 days in advance. Study rooms are available on a walk-in basis to all.

RESERVABLE SPACES CHART

Study Rooms			
Space	Occupancy Limit	Usage Limitations	Age to Reserve
Carolyn S. Poe Study Room	2 patrons	2 hours per day	10 and older
Lions Club of La Grange Study Room	4 patrons	2 hours per day	10 and older
Richard A. Gassen Study Room	6 patrons	2 hours per day	10 and older
Flex Spaces			
Space	Occupancy Limit	Usage Limitations	Age to Reserve
Donna J. Raymond Board Room	10 patrons	2 hours per day	16 and older
AV Workspace	6 patrons	2 hours per day	16 and older
AV Classroom	6 patrons	2 hours per day	16 and older
Meeting Room			
Space	Occupancy Limit	Usage Limitations	Age to Reserve
Kevin Dierkes Community Room	50 patrons	4 hours per day	18 and older

See Also:

- Library Card Policy
- Patron Code of Conduct