



MEETING ROOMS POLICY – HAMIL CONFERENCE ROOM

General

The Hamil Conference Room is named in honor of Peggy Hamil, Glencoe Public Library's (Library) sixth Executive Director, who retired in 2013. It has a maximum capacity of six (6) persons. It is furnished with a meeting table, six (6) chairs, a pull-down screen, whiteboard and markers. For permission to use the conference room, a resident must first submit a completed electronic or in-person application to the Reference Desk.

Use

The conference room may be used with the following conditions which are subject to change:

1. Glencoe organizations, businesses and residents may use the conference room without charge on a first-come, first-served basis. The conference room is available to non-residents for limited use Monday-Friday from 9:00 a.m. to 3:00 p.m. on a walk-in basis only.
2. The conference room is to be used for study, small group meetings and for professional services such as interviews and depositions. Activities not approved for use in this room include direct sales of merchandise or services, personal care services and social events.
3. The conference room is available for use during regular business hours. Use of the room must end no later than 15 minutes before the Library closes; therefore if the Library is closing at 9:00 p.m., the conference room must be cleaned and vacated by 8:45 p.m.
4. Requests for use of the room should be submitted electronically or in-person to the Reference Desk. The application is available at the Reference Desk or may be downloaded from the Library website. Residents must wait for approval and confirmation from the Library's Reference Desk staff. All applications are considered on a first-come, first-served basis.
5. The conference room may be booked up to one (1) month in advance, but a group or individual may have only one (1) reservation in advance at any time.
6. The conference room may be reserved for a maximum of two (2) hours per week. If there is no upcoming reservation at the end of the reserved time, use may continue for an additional two (2) hours or until the room is requested by another party. If the reservation is not claimed within 20 minutes after the starting time, the room will become available for use by others.
7. The conference room may not be reserved for use by individuals but, if the room is available, it may be used by a single person.

8. To make the conference room available to as many people as possible, patrons reserving the Hamil Conference Room for professional services, including tutoring sessions, are requested to provide the name of the professional providing the service. Individuals conducting business in the conference room are advised that they may not use multiple Glencoe residents to reserve the room so that they may bypass conditions stated in this policy.
9. Only six (6) people may use the conference room. Attendance in excess of room capacity is not permitted nor may any additional furniture be brought into the room.
10. Only covered beverages are allowed in the conference room. Food is not allowed. Groups using the conference room must clean up afterwards and leave it in good order.
11. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those using the room.
12. Any damage which may occur to the conference room, equipment or furniture is assumed by the resident who signs the application for use.
13. All Village of Glencoe ordinances and Glencoe Public Library policies and regulations must be strictly observed. Use that interferes with or disrupts normal library activities due to noise or other disturbance will not be permitted. If there is any question regarding security, the Glencoe Public Safety Department will be consulted.
14. Library personnel reserve the right to cancel permission to use the conference room at any time there is noncompliance with the Library's policies and regulations.
15. By granting permission to an individual or group to use this room, no inference can be made that the Library subscribes to or endorses the views or opinions of such individual or group.
16. Any individual or group using the conference room shall indemnify and hold harmless the Glencoe Public Library, its Board of Trustees and the Village of Glencoe and its officials for any and all liability which may arise from the use of the premises.

Adopted	February 20, 2013
Reviewed	
Revised	September 19, 2017