



GLENCOE PUBLIC LIBRARY

HAMIL CONFERENCE ROOM POLICY

General

The Hamil Conference Room is named in honor of Peggy Hamil, Glencoe Public Library's 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. Use of the conference room is free of charge. All users of the conference room must complete the application for use and a liability waiver, as well as comply with the Conditions of Use below. Application and waiver forms are available on the Library's website or may be completed in person at the Reference Desk.

Conditions of Use

1. The conference room is available to Glencoe organizations, businesses, and residents on the following conditions:
 - The conference room may be reserved for any time during regular library hours.
 - Reservations may be submitted by calling (847) 835-5056, by email to gckref@glencoelibrary.org, or in person at the Reference desk. These are considered on a first come, first served basis. Reservations are deemed effective only upon receipt of a signed application and waiver.
2. The conference room is available to non-residents, whether organization, business, or individual Monday-Friday from 9:00 a.m. to 3:00 p.m. on a walk-in basis only. Receipt of a signed application and waiver from the non-resident is required upon approval of the request for use.
3. The conference room is to be used for study, small group meetings and for services such as tutoring, interviews and depositions. Activities not approved for use in this room include but are not limited to direct sales of merchandise or services, personal care services and social events. Patrons reserving the conference room for services must provide the name and affiliation of the person providing the service.
4. Use of the conference room must end no later than 15 minutes before closing.
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. 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 conference room will become available for use by others.

7. Users of the conference room are prohibited from stacking conference room time through multiple consecutive reservations, such that they bypass the conditions stated in this policy.
8. Attendance in excess of room capacity (six people) is not permitted nor may any additional furniture be brought into the conference room.
9. 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.
10. The Library is not responsible for equipment, supplies, materials, or any personal possessions users bring into the conference room.
11. Any damage which may occur to the conference room, equipment or furniture is assumed by the party who signs the application for use.
12. 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 are any questions regarding security, the Glencoe Public Safety Department may be consulted.
13. Library personnel reserve the right to revoke permission to use the conference room any time there is noncompliance with this policy or any of the Library's policies and regulations.
14. By granting permission to an individual or group to use the conference room, no inference shall be made that the Library subscribes to or endorses the views or opinions of such individual or group.

These conditions of use are subject to change at the sole discretion of the Library.

Adopted	February 20, 2013
Reviewed	
Revised	September 19, 2017; September 16, 2020, September 20, 2023