GLENCOE PUBLIC LIBRARY

HAMMOND ROOM POLICY

General

The Hammond Room is located on the mezzanine level of the Glencoe Public Library (Library) and is named in honor of Sarah Hammond, a Glencoe teacher, librarian, and the Library's first director. The dimensions of the room are 27' x 23' with a capacity of 41 persons. If tables are used for room set-up, the seating capacity is decreased proportionately.

The Hammond Room may be reserved during the following times, corresponding to 30 minutes after opening and 15 minutes prior to closing:

- Monday through Thursday: 9:30 a.m. – 8:45 p.m.
- Friday: 9:30 a.m. – 5:45 p.m.
- Saturday: 9:30 a.m. – 4:45 p.m.
- Sunday: 1:30 p.m. – 4:45 p.m.

If regular library hours are altered for any reason, room reservations will be adjusted accordingly.

Requests

1. A Glencoe resident – if a cardholder, then in good standing – must submit a completed application and signed Release, Hold Harmless, and Indemnity Agreement.
2. These forms must be submitted in writing or electronically and filed with the Library five days in advance of the date and time requested. Both forms may be downloaded from the Library's website. Completed forms may be submitted in-person at the Circulation Desk or emailed to roomreserve@glencoelibrary.org for confirmation.
    a. Applications are considered on a first-come basis, and reservations will not be accepted beyond a period of three months.
    b. Due to the number of room requests, reservations are limited to one meeting per month for any organization or its subgroups. No organization or subgroup may reserve the room on a regular basis (e.g., the same date and time every month) if that has the effect of making it unavailable for other groups.
    c. Library operations and programs have priority in room use. On rare occasions, it may be necessary for the Library to reschedule an applicant's use of the room.

Equipment & Furnishings

The following equipment and furnishings are available for use in the Hammond Room:

8 tables (six foot)	Easel with paper
41 chairs maximum	Flat screen monitor with DVD player
Podium with amplification	PA system
DVD player with speaker system	Pull down screen
Windows laptop	Projector

Meeting Owl webcam	

The Library will reasonably attempt to arrange equipment and furnishings according to the information on the application. The Library cannot guarantee adjusting room set-ups on Sundays when maintenance staff is not available. All equipment and furnishings must remain in the Hammond Room.

Any user of the Library's equipment is expected to be proficient in using requested equipment. The applicant is responsible for loss of or damage to the Library's equipment and furnishings incurred through misuse. The applicant shall reimburse the Library for any loss or damage to library equipment and furnishings.

Library staff members will set up library-owned equipment as requested on the application but library staff members are not available to provide training or assistance in use of the equipment during the reservation time or to troubleshoot equipment not owned by the Library.

Use

1. Not-for-profit community groups or organizations that render a direct service to Glencoe residents may use the Hammond Room without charge on a first-come, reserved basis for meetings of an educational, civic, cultural, or literary nature.
2. The following uses of the Hammond Room are prohibited:
    a. Commercial use – including but not limited to tutoring sessions, client meetings, or non-library sponsored seminars, workshops, and lectures presented by members of private businesses.
    b. Private use – social gatherings, private events or performances, or fundraising activities not affiliated with the Library.
    c. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
3. Groups using the Hammond Room shall not charge any admission fee.
4. Groups using the Hammond Room shall be responsible for ensuring full access to the program or event for any disabled persons requiring special assistance or reasonable accommodations.
5. All laws, village ordinances, and library policies must be strictly observed. Meetings will not be permitted that in any way disrupt normal library operations, disrupt or harass others in the Library, or interfere with other patrons' quiet use and enjoyment of the Library. If there is any question regarding security, Glencoe Public Safety shall be consulted.
6. Food is not permitted.
7. Covered drinks are permitted, but alcoholic beverages are prohibited.
8. Users must clean up afterwards and leave the room in good order.
9. The Executive Director reserves the right to revoke permission to use the Hammond Room at any time in the event of non-compliance with the Library's policies.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by the applicant, or those sponsoring or attending the meeting, event, or program.

11. By granting permission to a group to use the Hammond Room, no inference should be made that the library subscribes to or endorses the views or opinions of such group or any attendee. The Library's contact information may not be listed on any publicity materials, and staff should not be expected to answer questions about meetings held in the Hammond Room. In addition, the following disclaimer must be included in all written and/or electric publicity materials:

    "The Glencoe Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event or the views of the group using the space or any attendee.

12. Any group using the Hammond Room must acknowledge this policy by signing the Hammond Room application and Hammond Room Release, Hold Harmless, and Indemnity Agreement.

Adopted	June 16, 2010
Reviewed	
Revised	February 20, 2013; October 16, 2019; March 16, 2022; March 19, 2025