



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 cardholder in good standing must submit a completed application and signed waiver.
2. Applications and waivers must be submitted in writing or electronically, and filed with the Library five (5) days in advance of the date and time requested. Both forms may be downloaded from the Library's website. Completed applications and waivers may be submitted in-person at the Circulation Desk or emailed to hammondroom@glencoepubliclibrary.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
Podium with amplification	Apple TV
PA system	Pull down screen
DVD player w/ speaker system	Projector
Windows 8 laptop	

The Library does not provide food-related equipment.

The Library will make every attempt to arrange equipment and furnishings according to the information on the application. However, the Library cannot guarantee adjusting room set-ups on Saturdays and 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. All meetings must be open to the public. 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. Non-library sponsored presentations, seminars, or music or dance recitals, even if such presentations are non-profit and open to the public.
 - c. Social gatherings; private events; or fundraising activities not affiliated with the Library.
3. Groups using the Hammond Room shall not charge any admission fee.
4. Any individual or group 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 regulations 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. Light refreshments may be served, but alcoholic beverages are prohibited. Applicants must clean up afterwards and leave the room in reasonably good order.
7. The Executive Director reserves the right to cancel permission to use the Hammond Room at any time there is non-compliance with the Library's policies.
8. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by the applicant, those sponsoring or attending the meeting, event, or program.

9. Any individual or group using the Hammond Room shall waive all claims against and indemnify and hold harmless the Glencoe Public Library, the Trustees of the Glencoe Public Library Board, and the Village of Glencoe and its officials, employees, and agents, in connection with any and all claims and liability which may arise from use of the premises.
10. By granting permission to an individual or group to use the Hammond Room, no inference can be made that the library subscribes to or endorses the views or opinions of such individual or group.
11. Any individual or group using the Hammond Room must acknowledge the above policies by signing the Hammond Room application and waiver form.

Adopted	June 16, 2010
Reviewed	
Revised	February 20, 2013; October 16, 2019