

Meeting Room Policy

Hillside Public Library

Purpose

The library's lower-level meeting room is intended to fulfill operational needs of the library and may also be used for educational, cultural, civic, and information community meetings. The rooms may not be used for commercial, social, or fundraising purposes, programs which are not suitable for the library's physical facilities, or for purposes that interfere with the library's operation or present a danger to participants, attendees, library staff, or community members.

This policy is intended to make the meeting rooms available on a widespread and equitable basis. As such, the library does not discriminate based on any constitutionally or statutorily protected status. The library does not advocate or endorse the viewpoints expressed during meetings or by users. Events taking place in the meeting room may not be closed to any person due to age, gender, race, religion, national origin, disability, or any other legally protected category.

Use and Care of the Facility

- Access to the meeting room is not permitted outside of normal library hours. Preparation and clean up must be included in the reservation request.
 - Groups using the meeting rooms are responsible for setting up the room for their needs and putting away all equipment and furniture at the end of their reserved time. Meeting rooms must be left empty with all trash disposed of properly.
 - All meetings must be open to the public. The library retains the right to monitor all meetings conducted on the premises and staff must always have free access to the meeting room.
 - Minors may use the meeting rooms only under direct and constant supervision of adults, who assume full responsibility for activities and condition of the room.
 - Nothing may be attached to the walls, ceiling, floor, furniture, equipment, or doors of the meeting room or any part of the lower level of the library.
 - A fee will be assessed if the room is left excessively messy or for any breakage, damage, or theft of library property. In severe cases, the library will permanently revoke the meeting room privileges from a cardholder.
 - The library is not responsible for any loss or damage to equipment or material owned or rented by a group using the meeting room.
 - The library will not store materials for organizations using the room. The library's address may not be used as a mailing address for any organization.
 - The meeting room is limited to 50 persons.
 - Meeting rooms must be cleared 30 minutes before the library closes.
-

Publicity and Sales

Admission fees, sales, solicitations, and fundraising activities are not permitted within the library unless they are part of a library-sponsored event. Signs and flyers may not be posted or distributed on library property except in connection with events sponsored by the library. An exception may be made for the library's bulletin board. Individuals seeking to use the bulletin board should inquire at the circulation desk for more information. The library's name and contact information may not be used in any publicity or promotional materials except to indicate the location of a meeting. The library recommends groups provide copies of any marketing or promotional materials the group or organization plans to use.

Priority

The meeting room may be reserved by a Hillside Public Library cardholder in good standing. Priority for the use of the meeting rooms will first be given to programs, events, or meetings produced or sponsored by the Hillside Public Library, including meetings of the Library Board of Trustees and the Friends of the Hillside Public Library.

Restrictions

Meeting room requests will not be approved for any of the following types of functions:

- Social gatherings, including parties.
- Commercial or business ventures where the purpose is to promote or sell goods or services.
- Fundraising activities. Exceptions may be made for library programs or those sponsored by the Friends of the Hillside Public Library.

Cardholders in good standing may request to use the meeting room 12 times per calendar year. Five business days' advanced notice is required to review and approve each reservation. The library requests 24 hours' notice to cancel any reservation. Late cancellations will forfeit one of the allowed annual reservations.

Meeting room requests must be submitted in writing, are subject to review and approval, and will be reserved on a first-come, first-served basis according to the following timeline. The person requesting the meeting room must be present during the entire meeting.

- January 15 (for March, April, May)
- April 15 (for June, July, August)
- July 15 (for September, October, November)
- October 15 (for December, January, February)

The library reserves the right to cancel or decline any reservation for any reason. All meeting participants must agree to abide by the Library Code of Conduct and all applicable local, state, and federal statutes and regulations.

Any group or organization using the meeting rooms must defend, indemnify, and hold harmless the Hillside Public Library for any accidents occurring on the premises. The library may require groups or organizations to provide proof of insurance coverage for certain types of meetings.

Violation of Policy and Appeals Process

If any policy violations have occurred, the Meeting Room Coordinator, Circulation and Facilities Manager, or the Library Director will notify the person who reserved the room. All feedback shall be delivered to the Library Director in writing. In certain circumstances, the group or organization may appeal to the Library Board of Trustees during a regularly scheduled meeting.

Approval and Review

Approved by the Board of Trustees
July 16, 2025