

**Hamilton North Public Library
Meeting Room and Pavilion Reservation Policy
Board Approved January 16, 2020
Revised May 20, 2021**

Any adult who has a current Hamilton North Public Library card with less than \$10 in fines and fees on his or her account may reserve a meeting room at the Cicero Branch. Meeting room facilities are not available at the Atlanta Branch.

Meeting rooms may be reserved up to three months in advance. An individual or group may have up to three meeting room bookings at a time.

There are three meeting rooms available for use: Meeting Room A/B; the Michael E. Jenkins Meeting Room; and the Makerspace.

Capacity:

Meeting Room A/B — 20-50 people

Michael E. Jenkins Meeting Room — 80-125 people

Makerspace — 20-40 people

Daily Rate

including set-up and clean-up

	Meeting Room A/B	Jenkins Meeting Room	Makerspace	Pavilion
For-Profit				
Usage Fee	\$75	\$225	\$300	\$50
General Deposit	\$50	\$100	\$200	\$50
Key Deposit	\$10	\$10	\$10	N/A
Personal Event				
Usage Fee	\$25	\$75	\$100	\$50
General Deposit	\$50	\$100	\$200	\$50
Key Deposit	\$10	\$10	\$10	N/A
Non-Profit				
Usage Fee	\$0	\$0	\$0	\$0
General Deposit	\$50	\$100	\$200	\$50
Key Deposit	\$10	\$10	\$10	N/A

No additional fee for kitchen.

However, kitchen must be reserved for use.

Persons interested in reserving a meeting should contact the designated staff member to make arrangements. To complete the reservation process, the card holder must sign the user agreement and pay any fees/deposits. Deposits may be waived solely at the discretion of the Library Director.

When using a meeting room outside of normal business hours, an after-hours key must be checked out on the user's library card. The after-hours key may be checked out up to two days prior to the event. The after-hours key must be placed in the book drop immediately following the scheduled event, or, if the library is open, checked in at the Circulation Desk.

Users are responsible for setting up and taking down tables, chairs and equipment. The room must be left in the condition in which it was found. All furniture and used surfaces must be wiped clean. Trash is to be bagged up and removed from library property. Additional trash bags will be available in the bottom of trash cans. A vacuum cleaner is available for use.

Candles and other open flames are prohibited. Alcohol is prohibited. Children must be under adult supervision before, during, and after events. The Library has the right to inspect and/or observe the use made of its meeting rooms for purpose of enforcement of this policy.

It is essential that all doors and windows are properly closed and locked upon leaving. The cardholder who made the reservation assumes full responsibility for damages incurred.

The general deposit may be forfeited if policy violations are made or if the facility is not properly locked down and secured upon leaving.

The Library has priority to use the rooms for Library events. HNPL reserves the right to cancel scheduled events due to emergencies and for Library programming.

The HNPL Board of Trustees has reserved the right to prohibit firearm and firearm-related shows, exhibits, exhibitions, demonstrations, and displays in the Library and on Library property. It is the Board's view that other venues would be more appropriate for such programs/activities.

Religious/Political groups may not use a Library meeting room on a continuing basis in lieu of obtaining their own property/space.

Hamilton North Public Library has the right of refusal. Abuse of the facility or non-adherence to the library's Code of Conduct will be sufficient cause to deny future use of Library meeting rooms.

Full refunds will be issued for cancellations made at least 1 day prior to the event. Fees for reservations cancelled the day of the event will be forfeited. It may take up to 2 weeks for refunds and deposits to be mailed to the customer.