



Hillsboro Area Public Library District

Public Notice General Policies

Meeting and Study Room Use

Conference Room/Meeting Room/Study Room

The Hillsboro Area Public Library District provides one meeting room, also known as the Conference Room which seats up to 12 persons. The meeting room is free to any local club, charitable organization, or non-profit for use.

The room may also be rented to a commercial business or for a private event at \$25 for two hours. The minimum reservation for the room is a two hour block. In addition, the room will not be rented to anyone under the age of 18.

Any AV equipment in the room requires set-up by library personnel upon request.

This room may be reserved 2 months in advance. See "Reservations" for details.

Study Room

The library provides two study rooms free for public use. There is a limit of five people per study room. Students grades 7 and up or an adult supervising younger students can reserve and use the study room. The study rooms are considered "quiet spaces", meaning their purpose is to be used for private study, research, or work.

A laptop & ChromeBook are available for in-house checkout to library patrons for use in a study room. In addition, to ensure the return of the laptop, patrons will be requested to leave a driver's license or ID when borrowing the laptop. Identification will be returned upon check-in of the laptop.

Patrons who need to practice group, school, or work presentations are encouraged to use the group room instead of a study room. To reserve this room, see "Reservations".

Genealogy Room

The genealogy room is for historical and genealogy research only.

Many of the materials in the genealogy room are for reference and in-house use only. Materials for circulation related to genealogy can be found in 929 of the nonfiction section, or see 977.3 for local history.

Reservations

To make a reservation for any of the rooms listed above please send an email to hillsborocitylibrary@gmail.com, call, or make a request in-person and sign the waiver. Those submitting reservations will need to provide their personal information, contact information, intended use for the room (for library usage statistics), a date and time, and accept an indemnification and damage clause.

Please note that the reservation time includes set up and take down.

General Room Rules and Regulations

The following rules and regulations apply to all the rooms unless specified.

1. All rooms will be used during library hours.
2. Walk-ins are always welcome, but priority will always be given to those with reservations.
3. No food is allowed in the rooms unless for a sanctioned library event.
4. No posters, signs, banners, or decorations are allowed to be attached to the wall.
5. The rooms must be cleaned of all litter and left in the condition it was found. In addition, the room must also pass inspection by library staff.
6. Any local club, organization, nonprofit, or private group agrees to indemnify and hold the library harmless against lawsuits, damage costs, losses and expenses in any manner resulting from the group's usage of the room.
7. Programs or private parties must not present a danger or distraction to the remainder of the library staff or patrons in accordance with our Patron Code of Conduct.
8. All children must be under constant supervision by an adult per our Children's Program Policy, Unattended Children.

9. Any damage to the equipment, carpet, or walls in any of the rooms will be fully charged to the person responsible for reserving, using, or renting the room.

10. Future use of any of the rooms may be denied or restricted if the individual or group is found in violation of these rules and regulations.

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