



Meeting Space Policy and Procedure

The Highwood Library & Community Center (HLCC) regards the availability and use of its meeting spaces as an integral part of its service to the community. The HLCC makes its meeting spaces available for meetings and programs conducted by nonprofit groups on subjects of educational, civic or cultural interest. These spaces are available free of charge to nonprofit groups on an equitable first come, first-served basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Rooms can only be used for scheduled programs during regular library operating hours. All meetings and classes must be open to the public, free, and for the purpose of educational, civic, or cultural programming or public information. Two space types are available for the public to reserve: the Community Room and Meeting Room B.

Community Room:

Priority for use of the Community Room is given to HLCC-sponsored programs, then others consistent with the mission, in the following order:

- Library activities
- Activities jointly sponsored by the HLCC with other organizations
- Nonprofit organizations engaged in activities consistent with the HLCC's mission to help community residents meet their educational, personal, recreational and professional needs
- Educational, civic, cultural, and public information events presented by local government, community organizations and groups
- Town hall meetings of elected representatives of local, state, and national government
- Meetings and training programs of local governmental bodies

The Community Room may not be reserved for:

- Private social gatherings
- Religious services or proselytizing functions
- Private or political fundraising or money-making purposes by groups other than Library-related organizations
- Groups with any political affiliation

An application on the website must be submitted to use the Community Room. Please note that submitting an application DOES NOT guarantee approval or use of the room. HLCC personnel will do everything possible to facilitate the application process, and requestors will be notified of the decision as soon as possible, but no event will go on the calendar until a completed application form is approved. The Executive Director makes the final decisions regarding eligibility.

Other Terms

- Reservations for use of Community Room are accepted up to two months in advance.
- In order to provide access to a wide audience, recurring use of the Community Room (daily/weekly) is limited.
- The person reserving the room must be at least 18 years of age.
- Community Room reservations are for groups of 10 people or larger.
- Authors and performers who are invited or permitted to appear at the HLCC shall follow the Author Visit Policy.



- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- The fact that a group is permitted to use the Community Room does not in any way constitute an endorsement of the group's policies or beliefs by the HLCC.
- Program publicity is the applicant's responsibility. Non-library groups and individuals are not to use the HLCC's address and phone number as their own. Advance approval by the Executive Director is required for any publicity or any items that will be distributed at a meeting at which the public is in attendance.
- For meetings of minors, applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that no one engages in unlawful or improper conduct.
- Please note that audio and video recording is ongoing in the Community Room.
- In case of emergency building closure, the program will be cancelled, and the applicant will be offered the opportunity to reschedule.

Meeting Room B:

- The purpose of this room is to promote studying and quiet work.
- Meeting Room B is available to check out in 2-hour increments, with one check-out per patron per day.
- The person reserving the room must be at least 14 years of age.
- Meeting Room B reservations are for groups smaller than 10 people.
- Reservations for Meeting Room B are accepted up to one week in advance for Highwood residents. Library users who are not Highwood residents or businesses may reserve the room on the day of the desired reservation.
- Inquire at the Circulation desk or call the library at 847-432-5404 x102 to make a reservation.

For All Rooms:

- Use of the Library's audiovisual equipment by outside groups is permitted with advance approval.
- Room use must be in compliance with the Library Conduct Policy, Wireless Access Policy, Soliciting and Selling Policy, and the Unattended Child Policy.
- Room must be left neat and in good order, with all trash bagged for removal. If not, the group/individual will be given notice that continued offense will result in denied access to the Room. The applicant is liable for any damage done to the premises, its furnishings, or equipment.
- Meeting rooms are not available for commercial use. Sales, advertising, solicitation, fundraising, or promotion of any goods or services are not permitted. See Soliciting and Selling Policy for more detail. No admission fee may be charged for any meeting. No collection may be taken before, during or after the meeting. No organization may use a Room if a registration or tuition charge is required of those attending.
- The Executive Director is authorized to determine the appropriate use of the Rooms. In case of denial of use, appeal may be made in writing to the Library Board of Trustees. The decision of the Board of Trustees will be final. The Board of Trustees reserves the right to cancel or suspend any meeting held by a group or organization that violates these rules and regulations, or for any other reason.

Financial Responsibility, Waiver of Negligence, and Indemnifications



Any person, group or organization sponsoring use of the meeting spaces must assume financial liability for any damage incurred during its use. An applicant signing the Meeting Space Request acknowledges these policies. The Highwood Library & Community Center, its employees, and its Trustees, assume no responsibility whatsoever for personal injury or damage to personal property in connection with a program; and the organization agrees that the HLCC is expressly released and discharged from any and all liability for negligence or tort causing any loss, injury or damage to persons or property which may be sustained during or by reason of a program held on the HLCC's premises; and the person, group or organization agrees to indemnify the HLCC and hold it harmless against all loss, including attorney's fees.

Board approved August 24, 2026