



## JAMES J. HILL CENTER USAGE POLICY

### Building Use:

- The 1<sup>st</sup> and 2<sup>nd</sup> floors are open to the public; the 3<sup>rd</sup> floor, basement and all catwalks are off limits and only available to staff.
- All spaces, including conference rooms, are subject to availability pending prior event or program bookings.
- Computers are available for business reference only, on a limited quantity.
- There is not a public copy machine on premises. With staff approval of library item, individuals may leave their ID with the front desk and utilize the George Latimer Central Library for copies, returning the item to the Hill Center within 1 hour.

### Business Research:

- Database access is free to the public and may be accessed during regular business hours.
- Historic research requests may take up to a week for response. Individuals are encouraged to email [info@jjhill.org](mailto:info@jjhill.org) with historic research details prior to their visit.

**Note:** Some books are very old and in fragile condition. While individuals are encouraged to explore our collection, we ask that a staff person assist with all handling of books.

### The James J. Hill Center does not permit the following:

- Physical, sexual, or verbal abuse of other visitors or staff.
- Carrying weapons of any type unless authorized by law.
- Defacing or destroying Hill Center property.
- Interfering with free passage of others, blocking them with one's body, belongings or furniture.
- Sleeping or behaving in a disorderly, loud, or disruptive manner.
- Soliciting, selling, petitioning, or panhandling in the Hill Center or on Hill Center grounds.
- Interfering with others' use of the Hill Center through poor personal hygiene.
- Leaving young children or vulnerable adults unsupervised or unattended.
- Consuming controlled substances or smoking. Consuming alcohol during non-event hours.
- Being under the influence of alcohol or controlled substances in a manner that causes a public disturbance.
- Engaging in any activities while on premises that are not related to the proper use of the Hill Center.

### James J. Hill Center staff has the right to:

- Check bags.
- Request identification.
- Restrict the length of time an individual may use library equipment when others are waiting to use it.
- Make decisions that are in the best interest of the Hill Center, whenever these rules do not specifically cover certain situations.

Connecting Business, Entrepreneurs & Community

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