



HILL CENTER USAGE POLICY

Building Use:

- The 1st and 2nd floors are open to the public; the 3rd floor, basement and all catwalks are off limits and only available to staff. Outlets are available on the 1st floor and in conference rooms.
- Conference rooms are available to rent for members via previous arrangements. Hill Center Staff will use discretion to open any conference rooms up to the public.
- Visitors are welcome to eat and/or drink in the Hill Center unless using our historic materials for research.
- The Hill Store is open to the public and is not available for private meetings.
- Computers are available for databases access only, on a limited quantity. In the event of a wait list, a 2 hour courtesy limit will be enforced.
- There is not a public copy machine or printer 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.
- Databases are free to the public and may be accessed during regular business hours.
- Individuals are encouraged to email 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:

- Use of speakerphones for music, conference calls, or other use.
- 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.
- Visitors to bring bikes or scooters into the building.
- Non-service animals in the building. This includes emotional support animals and assistance animals.
- Interfering with free passage of others, blocking them with one's body, belongings or furniture.
- 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 or otherwise behaving in a disorderly, loud, or disruptive manner.
- Sleeping or engaging in any activities while on premises that are not related to the proper use of the Hill Center.

Hill Center staff has the right to:

- Search bags for all individuals conducting research with our historic materials.
- Request identification.
- Make decisions that are in the best interest of the Hill Center, whenever these rules do not specifically cover certain situations.
- Offer warnings or trespass immediately pending violation of policy.

Connecting Business, Entrepreneurs & Community

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