

5.11 Village Hall Public Use

The purpose of this Policy is to set out the rules and procedures governing use of meeting rooms and other public areas within Village Facilities (as defined below). This Policy also sets out the Village of Northfield's practices concerning approved uses of these rooms and facilities.

1. Rooms and Facilities Covered.

The rooms and facilities governed by this Policy are all the publicly accessible areas and meeting rooms within the Northfield Village Hall, 361 Happ Road, the Northfield Police Department, 350 Walnut Street, and the Northfield Fire Department and Public Works Facility, 1800 Winnetka Road (collectively, the "Village Facilities"). This Policy applies to the lobbies, hallways, customer service desks, and the following specific rooms in Village Hall: the Council Room, Executive Session Room, First Floor Conference Room, Second Floor Multi-Function Room, and such additional rooms as may be established after the date of this Policy (collectively, "meeting rooms").

2. Authority

This Policy is issued by and under the authority of the Village Manager, who pursuant to statute and ordinance, has the authority and responsibility for the control and use of Village Facilities.

3. Village Hall, Lobby, Hallways and Meeting Rooms Not Public Fora

The lobby, hallways, art display areas located in the lobby or hallways, offices, meeting rooms described in Paragraph 1 of this Policy, and all other interior areas in the Village Facilities, are not open public fora or limited public fora for personal expression in any form, whether oral, written, symbolic or otherwise, and they are all reserved for the exclusive use and benefit of the Village of Northfield. Any activities which disrupt Village business or operations, or limit access to walkways, stairwells, lobbies, or points of entry or exit from Village facilities are prohibited.

To the extent that any room or place described in Paragraph 1 of this Policy is the site of a public meeting or public hearing, conducted by a public body, that requires public notice under the Illinois Open Meetings Act or other applicable law or regulation, then such room or place, solely for the purposes and duration of said public meeting or public hearing, is a limited public forum where any expression permitted is strictly limited to that required or allowed under the agenda and rules of proceedings of the public body conducting the public meeting or public hearing.

4. Permitted Use of Meeting Rooms

Only the following entities are permitted to use the meeting rooms described in Paragraph 1 of this Policy and only for the following purposes:

- (a) The Village of Northfield, Illinois, its employees and officers for business purposes, its corporate authorities, and such municipal boards or commissions as may be provided for by the corporate authorities of the Village of Northfield for conducting their official business.
- (b) The staff, board of trustees or corporate authorities of another unit of local government serving the Village of Northfield, including the Northfield Park District, Glenview Park District, Winnetka Park District, Winnetka-Northfield Public Library District, New Trier Township, Northfield Township, Public School District Nos. 29, 34, 37, 203 or 225, or other unit of local government that in whole or in part serves the Village of Northfield.
- (c) The United States of America, the State of Illinois, the County of Cook and their respective departments, commissions and agencies, members of the executive branch of each, and members of Congress, the Illinois General Assembly and County Board, and their committees, as may be requested for conducting public meetings, public hearings or other official business.
- (d) The Cook County Clerk, local election authorities, local election boards or other similar public bodies for the conduct of registration, polling, or canvassing results of elections, or conducting hearings on contested election matters when the site of the hearing is properly designated by law or a court of competent jurisdiction.
- (e) A primary or secondary school located in the Village of Northfield, for the limited purpose of educational instruction for its students.

5. Availability of Rooms and Procedure

Use of any meeting room described in Paragraph 1 of this Policy is subject to availability, and the needs of the Village of Northfield, which shall have precedence over any other use. Permission to use a room or facility may be subject to such reasonable conditions as the Village Manager may require, including reimbursement for personnel costs or other expenditures made by the Village and attributable to the meeting, reimbursement for damage to facilities and equipment, and the like.

Rooms must be reserved in advance by contacting the Office of the Village Manager. Use of any meeting room by any entity other than the Village of Northfield must be approved in writing by the Village Manager. Permission to use such rooms is revocable by the Village at any time should the Village Manager determine that the meeting proposed is not permitted by this Policy or that the space is needed for Village of Northfield business.

6. Art Display Areas

The lobby and hallways of the Village Hall may, from time to time and in the sole discretion of the Village of Northfield, have areas suitable for the display of artwork. The Village staff has the sole responsibility of programming any display of artwork in these spaces.

The Village retains sole and exclusive control over all of these display areas, and the sole and exclusive discretion to determine what is displayed. Any display in these areas constitutes the

expression of the Village of Northfield as government speech, and none of these areas shall be regarded as an open or limited public forum.

The Village Manager, or the Village Manager's designee, may, from time to time, accept artwork or objects on temporary loan from an owner for display (for purposes of this policy, "owner" may also include a primary or secondary school serving the Village of Northfield and its students' art). Any person seeking to submit their artwork for consideration shall apply to the Village, describing their work and how it achieves the Village's goals and objectives. The determination as to whether to accept such temporary loan shall be in the sole discretion of the Village Manager or designee, and exercised on the basis of their reasonable determination as to whether the temporarily loaned item is consistent with, and serves the purposes of: (1) the Village's governmental messaging, purposes and objectives; (2) the maintenance of an attractive and welcoming appearance to all persons who come to the Village Hall to transact business or attend public meetings; (3) protecting the safety of persons and property; (4) maintaining an orderly and functional workplace, and; (5) compliance with laws concerning copyright and intellectual property. No object on loan shall be displayed for a period longer than thirty (30) days.

Acceptance of a loaned work by the Village shall be in writing in a form approved by the Village Manager. The owner of any work offered to the Village for display shall also acknowledge in writing that, because the work will be displayed in a public area that is not under continuous supervision, the Village assumes no responsibility for loss or damage of the work caused by third parties while it is displayed at the Village Hall.

7. Modification; Severability.

This Policy is issued under the authority of the Village Manager. It may be modified at any time, in the discretion of the Village Manager.

In the event that any section, paragraph, sentence, phrase or term of this Policy shall be found to be invalid by a court of competent jurisdiction, then to the maximum extent permitted by law, all of the remaining sections, paragraphs, sentences, phrases or terms of this Policy shall be deemed to be severable and shall continue in full force and effect.

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