

# Thompson Public Library & Louis P. Faucher Community Center

## Room Use Policy & Regulations

934 Riverside Drive (Route 12) North Grosvenordale, CT 06255  
860.923.9779 www.thompsonpubliclibrary.org

<b>Room use hours:</b>	<b>Monday – Thursday</b>	10am - 9:30pm
	<b>Friday</b>	10am - 5pm
	<b>Saturday September – June</b>	10am - 1:30pm

### STATEMENT OF PURPOSE

This facility has four (4) meeting rooms available for public use. In order to provide the citizens of Thompson with the opportunity to enjoy the use of this facility the following rules and regulations have been established regarding the use of the building.

### RULES AND REGULATIONS

- Only non-commercial, non-profit groups may use the rooms. These rooms may not be used for private parties or functions, political fund raising activities or for religious services.
- As multiple meetings may take place at the same time we ask that all groups practice courtesy regarding the noise level during their meeting.
- No activity may be scheduled which will violate the local fire code regulations or any local, State or Federal laws. Smoking is not allowed in the building. Alcoholic beverages are allowed with prior approval per Town Ordinance.
- **DO NOT ATTEMPT** to open or close a partition. Partitions are moved by trained staff only. **ABSOLUTELY NOTHING** CAN BE NAILED OR TAPED TO THE WALLS IN ANY ROOMS OR HALLWAY.
- The Library reserves the right to assign or change rooms to better accommodate functions.
- Publicity: Use the name Thompson Public Library/Faucher Community Center, plus the room number assigned, once your function is approved.

**RESERVATIONS FOR ROOM(S)** – Requests for rooms are to be made using the online system on the Library’s website in advance of your meeting. Forms are available at the Library. **In order to treat all applicants fairly regarding the use of the rooms in the Library/Community Center, the following will apply:**

Reservations for the use of a room shall be on a first come first serve basis.

In case of scheduling conflicts, the following reservation priorities will prevail: the Library, the Friends of the Library, Town of Thompson boards and commissions, Thompson-based not-for-profit groups, all other groups.

- The applicant's name should appear on the scheduling calendars at the Library and on-line.
- Reservations may be made up to one (1) year in advance of the event.

Room	Room 1	Room 2	Room 3	Library Meeting Room	Conference Room
Seating	48 Kitchen access	150	16 Board Table	60	10 Approval of Library Director

### USER HOURS & FEES

- Rooms are available for public use during the above stated hours at No Fee for approved functions. Those desiring to reserve rooms other than the days/times listed above will be required to **PAY ON OR BEFORE THE NIGHT OF** their scheduled meeting a user fee - minimum of 2 hours at \$25; \$15/hr for each additional hour. (Please make check payable to the custodian designated on your approved reservation.) Every effort will be made to accommodate reasonable requests for room use outside of normal hours.

- The room(s) booked will be opened no earlier than the time specified. Plan accordingly for set up and clean up time.

### **APPLICANT'S RESPONSIBILITIES**

- **GROUPS ARE RESPONSIBLE FOR THE FOLLOWING** - Table and chair setups; proper supervision, traffic and parking control; **restoring the room to its original condition**; adjourning at the designated time; costs arising from damages caused by negligent use.
- **STORAGE SPACE** - Storage space **is not available**. All items must be removed from the meeting rooms at the end of each meeting. The town/library is not responsible for articles left on the premises.
- **KITCHEN FACILITIES** - The kitchen facility may be used to serve beverages and light refreshments. The cooking of food **is not allowed** - (reheating is acceptable). The refrigerator and stove are town owned appliances. After the scheduled event all food and supplies brought in must be removed. Garbage should be collected, bagged and sealed. The telephone in the kitchen is not a public phone and should be used for business purposes only.
- **BULLETIN BOARD** - Please see Library staff, as all Bulletin Boards are not for general public use.

**By submitting this form, I agree to the policies and regulations pertaining to room use at the Thompson Public Library/Louis P. Faucher Community Center. I assume responsibility for any damage to the property and agree to reimburse the Town of Thompson/Thompson Public Library for any loss beyond normal use and wear.**

Approved by Thompson Public Library Board of Trustees 10/19/2006  
Revised by Library Board 7/17/2008, 6/19/2014

AB/kk