



& Louis P. Faucher Community Center

Room Reservations Policy & Regulations Form

934 Riverside Drive, North Grosvenordale, CT 06255 860.923.9779 www.thompsonpubliclibrary.org

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.
- No activity may be scheduled which will violate the local fire code regulations or any local, State or Federal laws.
- **DO NOT ATTEMPT** to open or close a partition. Partitions are moved by trained staff only. Please notify Library staff if assistance is needed.
- No one is allowed to adjust the heating or air conditioning thermostats. Contact the custodian.
- Smoking and alcoholic beverages are not allowed in the building.
- As multiple meetings may take place at the same time we ask that all groups practice courtesy regarding the noise level during their meeting.
- **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.
- Organizations not listed on the calendar must see the evening custodian who will place them in a room if space is available.
- Publicity: Use the name Thompson Public Library/Faucher Community Center, plus the room number assigned, once your function is approved.
- **All applicant(s) MUST sign in at the Library Circulation Desk in order to access the rooms.**

RESERVATIONS FOR ROOM(S) - Reservation forms are available at the Library or on the Library website. In order to reserve a room(s), applicant must submit a form to the Library in advance of planned meeting or event. **In order to treat all applicants fairly regarding the use of the rooms in the Library/Community Center, a policy has been set whereby the following will apply:**

- Reservations for the use of a room shall be on a first come first serve basis.
- 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	**Meeting Room	***Conference Room
Seating capacity	108	163	43	148	10
Standing capacity	152	244	101	213	

* direct access to the kitchen

**coordinate w/Library staff

***approval of Library Director

USER HOURS & FEES

- Rooms are available for public use at No Fee for approved functions:

Monday through Thursday - 10:00am to 9:30pm
Friday - 10:00am to 5:00pm

Organizations/groups/individuals desiring to reserve the above 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 2 HOURS AT \$25; \$15/HR FOR EACH ADDITIONAL HOUR.** (Please make check payable to the custodian designated on your approved reservation form.) 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.
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Approved by Thompson Public Library Board of Trustees
10/19/2006
AB/kk