

Community and Conference Room Use Policy

The Thomaston Public Library encourages public use of our community and conference rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment, public education and civic engagement.

The Thomaston Public Library Board of Trustees has adopted the following Community and Conference Room Rules of Use Policy.

Rooms are available without charge to any non-profit Thomaston based groups or organizations whose mission is to specifically benefit the community of Thomaston and all 501(c) 3 charitable non-profits. The Board of Trustees authorizes the Library Director or his/her agent to determine the appropriateness of activities. An appeal of the decision may be made to the Board of Trustees in writing. In no case shall any organization be permitted access to a room or equipment without prior approval.

- Priority for all rooms:
 1. Thomaston Public Library activities
 2. Friends of the Thomaston Public Library
 3. Outside groups
- Should a conflict arise with a previously scheduled program, every effort will be made to accommodate the affected event.
- Maximum Room Capacity
 - TPL Community Room 50 people
 - Conference Room 20 people
- Availability of the rooms shall be on a first-come, first-served basis.
- Rooms may only be reserved 2 months in advance.
- The rules of acceptable use in the Library apply to those individuals using any of the rooms. Anyone creating a hostile environment or otherwise found violating the rules of behavior will be asked to leave the premises.
- Rooms are available during the Library's regular hours of operation.
- Reservations should reflect time needed for set-up and clean up.
- Granting permission to use a room by a group, organization or individual does not in any way imply endorsement by the Library of any group, organization, individual or ideas expressed at a meeting, program or event.
- Meeting rooms are not available for private functions. However, businesses may use the Library facilities for training or seminars at the discretion of the Library Director.
- Attendance at all meetings must be open to the general public and may not be limited to the group or organization's members or specific individuals.
- Non-Library sponsored programs may not collect fees or sell items on the premises.
- Fund raising activities are not permitted on Library premises, except by the Friends of the Thomaston Public Library.
- Attendance must be limited to the maximum capacity for each room.

- The Library and its Board of Trustees assume no responsibility for property left on the premises.
- Smoking, the use of open flames and the use of alcoholic beverages are not permitted on Library premises.
- Refreshment Area
 - May be used to serve light refreshments
 - Each group or organization must provide its own equipment, materials and supplies and the area must be left in the condition it was found
- Groups or organizations using Library Rooms are responsible for the following:
 - Proper supervision of minors under eighteen (18)
 - Set-up and breakdown of the room to its original state
 - Any cost(s) arising from any damage or loss to the Library during use
- Equipment
 - Must be reserved at the time of the room reservation
 - A staff member must be present to set-up and lock up equipment belonging to the Library

Future use of Library Rooms may be jeopardized or refused should groups, organizations or individuals fail to adhere to these policies.

The Town of Thomaston, its employees or agents are not liable for any claims arising from the use of the Library.

Policy approved by the Library Board of Trustees May 2, 2017