

HAMPDEN PUBLIC SAFETY TRAINING ROOM USE POLICY

A. Room Use Priorities

Use of the Public Safety Training Room is limited to the following purposes, in this priority:

1. Voting location for all municipal, state, federal elections
2. Hampden Public Safety Department Training
3. Training for other Hampden municipal departments
4. Training space for other governmental entities, including regional trainings
5. As a general rule, non-governmental events, trainings, or functions will not be permitted in the training room. However, the Town Manager, upon consultation with the Director of Public Safety, may approve or deny any requests for such use on a case by case basis.

With the exception of voting, use of the room will be on a first come, first served basis. Staff members wishing to utilize the room should check the schedule and reserve dates as early as possible. Scheduling shall be done through the Hampden Public Safety administrative assistant.

B. Responsibility of Municipal Personnel for Training Room Use

A Hampden employee shall serve as the single point of contact for any use of the Training Room, including regional trainings, and shall be responsible for completing, or ensuring completion of, all associated responsibilities.

The Municipal Department or Personnel requesting use of the room, or "sponsoring" its use by a non-Hampden governmental entity, shall be responsible for:

1. Communicating with attendees about where they should and shouldn't park, and addressing any concerns with parking should it arise.
2. Maintaining building security - at no time shall anyone be permitted unescorted access to areas designated as public safety work or storage space.
3. Set up prior to and clean up after use.

C. Rules for use of Training Room by non-Hampden governmental entities:

1. Parking for room users (during the work day) shall be along the sides of the building in the upper lot, in spaces in the lower lot, and in free spaces behind the post office. No parking during the day in spaces in front of the municipal building. (See attached diagram for entrance and parking areas)

2. Wireless internet is available on site, but there is no availability on site for photocopying, technical support, or provision of projectors or other equipment.
3. Room use is confined to the Training Room only. Access to the remainder of the Public Safety office and living space is not available. This includes the kitchen, unless special permission is granted in advance.
4. Entities utilizing the room shall be required to pay for any and all damages to the facility caused by participants of their activity.

D. Effective Date

Policy Effective Date: July 7, 2009

Council Approved: July 6, 2009

Council Amended: January 4, 2016