

Meriden Public Library

Meeting Room Policy

(Revised September 2008)

The Meriden Public Library maintains meeting rooms primarily for library-related activities. Programs may be sponsored or cosponsored by the library related to furthering the use of the library materials and resources. Library activities receive priority, but groups and individuals are permitted to use the meeting rooms when they are not needed for library activities, and do not interfere with regular library use.

HOURS

Meetings, including set up and break down time must be held during the following hours

Monday - Wednesday, 9:30 am to 8:30 pm

Thursday – Saturday , 9:30 am to 5:00 pm

Sunday, CLOSED

USE OF MEETING ROOMS

As a public institution dedicated to free expression and free access to ideas and information, the Meriden Public Library provides meeting room space and services to groups representing all points of view. The library makes no effort to censor or amend the content of any meeting, but reserves the right to enforce guidelines outlined in the Meeting Room Policy, and must enforce applicable city, county, state and federal regulations. Children and youth groups may use library meeting rooms provided they are sponsored and supervised by one or more adults. All use of meeting rooms is granted on a space available basis.

APPLICATION

Application for use of a meeting room *must be submitted in writing* to the Library Meeting Room Reservations Manager at least one month prior to the requested date of use, *no exceptions*. Meriden Public Library's conference rooms may be reserved for a total of five (5) times a year from July 1 of this year to June 30 of next year. Requests for information and use of meeting rooms may be addressed to:

***Room Reservations Manager
Meriden Public Library
P.O. Box 868
Meriden, CT 06450-0868
Fax: (203) 238-3647
No Phone calls please.***

FEES

For business/condominium associations there is a \$50 fee for each date requested.

Non-Profit Community Organizations Associations are exempt from these fees.

GUIDELINES

All meetings, without exception, must be open to the public. Car pooling is encouraged. An additional parking lot is located at the corner of Miller and Catlin Streets. NO admission or fees may be charged nor may contributions, collections or gifts be solicited at any meeting. (This includes collection of money to cover the cost of meeting and/or printed material.) NO fund raising or serving of alcohol is permitted. Behavior disruptive to normal library activities will not be permitted. Disorderly or disruptive behavior will be determined by Library staff on duty. Noise must be kept to a minimum and not interfere with patron use of the Library.

FOOD SERVICES

"Brown bag" lunch time meetings and other light refreshments are allowed but must be confined to the meeting rooms and a thorough clean up done at the end of the meeting. Cooking in the rooms is strictly prohibited. All food service equipment, cups, plates, silverware, coffee urns/pots, tablecloths, etc. must be provided by the using organization. Please dispose of any liquids in sink and then place all waste in appropriate receptacles.

SUPERVISION AND RESPONSIBILITY FOR ORDER

The person signing the meeting room application agreement shall be the chief executive officer or treasurer of the community organization booking the room and is responsible for notifying Security or Information Desk, upon arrival and departure, supervising the meeting, maintaining orderly conduct and for any damage to the building, room or contents therein. Any repairs or replacement costs resulting from failure to notify Security or the Information Desk or misuse or abuse of library facilities by parties in the meeting shall be the responsibility of the individual signing the application. The person who signs the application must also assume the responsibility for seeing that the meeting is adjourned and the room cleared (20) twenty minutes before closing time or by end time specified on the application.

SMOKING

Smoking is strictly prohibited in the library or any of its public meeting rooms by order of Connecticut State Statute 19a-342.

LOCATION AND SEATING CAPACITY OF MEETING ROOMS AVAILABLE FOR PUBLIC USE

Griffin Room seating limit 80

Friends Room seating limit 40 (enter from left side of building)

Seminar Room seating limit 6

SPECIAL EQUIPMENT

While Meriden Public Library is NOT a conference center, it will make every effort to make your event a pleasant one.

The library is able to provide ONLY the following:

**tables,
chairs,
projection screen (Griffin Room only)
podium (Griffin Room only)**

free of charge but request for these *must be* made when submitting the meeting room application.

The booking organization will provide all audiovisual and special equipment, such as

**projectors,
laptops,
cables,
VCRs,
pointers,
extension cords,
light bulbs,
audio equipment,
microphones**

The Library is NOT responsible for equipment, supplies, materials or other items owned by a group or organization that are used in the library, and assumes NO responsibility for damage to such equipment by fire, theft, mutilation, vandalism, flood or other form of destruction. The Library has NO storage facilities for equipment or supplies belonging to outside groups. Excluding normal wear and tear, *the person signing the meeting room application form is responsible for damage sustained to equipment through misuse, abuse or negligence resulting from failure to notify Security or Information Desk upon departure to secure room after use.*

If your community organization wishes to arrange a Powerpoint presentation, please contact the Reservations Manager to schedule an "Audio Visual walk through" appointment to determine that your equipment will work properly at the library; this appointment MUST occur at least TWO WEEKS before your requested event. Upon satisfactory completion of this "walk through", the Reservations Manager will issue a written confirmation for your event. Failure to follow through with the "walk through" will result in the cancellation of your requested booking.

OUTSIDE SPEAKERS (THIRD PARTY SPEAKERS)

If your community organization has engaged a speaker from outside your organization, please state his/her name and affiliation on the application. Kindly advise this individual of all applicable portions of this agreement.

REFUSAL OF USE & CANCELLATION

The Library reserves the right to refuse or revoke permission for the use of meeting rooms to any group, organization, or individual. Falsifying information on the meeting room application will result in the immediate revocation of library meeting room privileges. Public meetings are subject to possible cancellation or date/location change in the event of a library program or for public voting purposes. Every effort will be made by the Meriden Public Library to avoid this occurring.

Directions to Meriden Public Library:

From 84 West/East:

Take exit 27 to Rt.691 East / Meriden. Proceed to Exit 8, Route 5. Take a left off exit onto Broad Street. At first light turn right onto Liberty St. *then follow directions listed below.*

From Hartford-I 91 South: Take Exit 18, Rt. 691 West. Proceed to Exit 8, Route 5.

Take a left off exit onto Broad Street. At second light turn right onto Liberty St. *then follow directions listed below.*

From New Haven I-91 North:

Take the Rt. 691 Interchange. Proceed to Rt. 691. Move to right lane immediately.

Take Exit 8. Take a left off exit onto Broad Street. At second light turn right onto Liberty St. Follow directions listed below.

All of the above, please follow the directions below:

Go to first traffic light. Turn right then take first left onto Miller Street. Go past stop sign and the large brick building on the left is the library. Entrance to parking lot is before the building. Additional parking is at next stop sign on the corner of Miller and Catlin Streets.