

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.

### Refusal of Use and 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.

### Library Hours

**Monday: 9:00 am - 8:30 pm**  
**Tuesday: 9:00 am - 8:30 pm**  
**Wednesday: 9:00 am - 8:30 pm**  
**Thursday: 9:00 am - 8:30 pm**  
**Friday: 9:00 am - 5:00 pm**  
**Saturday: 9:00 am - 5:00 pm**  
**Closed Sunday**

### Directions

#### 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 second light turn right onto Liberty Street, *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. Move to right lane immediately. Take Exit 8. Take a left off exit onto Broad Street. At second light turn right onto Liberty St. *then follow directions listed below.*

All of the above, please follow the directions below:

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

**Meriden Public Library**  
**Community Services Department**  
**105 Miller Street**  
**Meriden, CT 06450**  
**Phone: 203-630-6349**  
**Fax: 203-238-3647**  
**comsvc@hotmail.com**

Revised June 2016

# Meeting Room Policy



## Meriden Public Library

**105 Miller Street**  
**Meriden, CT 06450**

### Main Number

**203-238-2344**

### Community Services

**203-630-6349**

### Circulation

**203-238-2345**

### Information Desk

**203-238-2346**

### Children's Library

**203-630-6347**

### Fax

**203-238-3647**

**www.meridenlibrary.org**

## 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 to groups, organizations and individuals when the rooms are not needed for library activities.

The library encourages all points of view and 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 as well as 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 first-come first-served basis.

### Application

You can self-book a meeting room at [www.meridenlibrary.org](http://www.meridenlibrary.org). Paper applications for use of a meeting room must be submitted in writing at least 2 weeks before requested date of use. Conference rooms may be reserved for a total of 12 times a year from July to June.

Contact the Community Services Department by phone at (203) 630-6349 or email [comsvc@hotmail.com](mailto:comsvc@hotmail.com) for the availability of the date(s) requested before submitting the meeting room reservation form.

Applications must have an authorized signature and a check for any required fees or the reservation will not be confirmed

## Fees

Non-Profit Organizations – no fee.

Business/Condominium Associations - \$75 fee for each date requested.

Damage – Organizations booking a meeting room will be responsible for damages incurred during their meeting.

## Guidelines

- All meetings must be open to the public and held during regular library hours.
- No admission charge, request for donation or items for sale are approved by the Library. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures, or descriptions.
- No alcohol and no smoking.
- Organizations using meeting rooms should not leave children unsupervised in the library.
- Behavior disruptive to normal library activities will not be permitted.
- Library DOES NOT provide audiovisual or special equipment such as cables, laptops, pointers, etc.
- The person signing the meeting room application is responsible for notifying Security or the Information Desk of arrival and departure, supervising the meeting,

maintaining orderly conduct, and for any damage to the building, room or contents within. This person must also assume the responsibility for seeing that the meeting is adjourned and the room cleared 15 minutes before closing or by the end time specified on the application.

## Food Services

Light refreshments are allowed but must be confined to the meeting room. Cooking is strictly prohibited. All food service equipment, including cups, plates, silverware, tablecloths, etc. must be provided by the organization reserving the room. Room must be cleaned before leaving.

## Meeting Rooms Available

Griffin Room: seating capacity 100

Cook Room: seating capacity 40

Seminar Room: seating capacity 8

## Equipment provided by library

- Tables and chairs (you may move them into the desired setup)
- Projection screen (Griffin Room only)
- Podium (Griffin Room only)
- Projector. Organizations wishing to use the projector MUST SCHEDULE an "audio visual walk through" at least 2 weeks before requested meeting date.