



## Meriden Public Library Meeting Room Application

Applications for the use of library meeting rooms must be submitted in writing at least 3 weeks prior to the date of the meeting. Meeting dates are not confirmed unless application is signed by library staff.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Non-Profit: Yes  No

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Event Description & Estimated Attendance:

\_\_\_\_\_  
\_\_\_\_\_

Date of Event (Must be at least 3 weeks from date of request): \_\_\_\_\_

Start Time (No access to building before opening of library to public): \_\_\_\_\_

End Time (Must be out 15 minutes before buildings closes): \_\_\_\_\_

Meeting Room Request:

\_\_\_\_\_ **Meeting Room 1** (Capacity: 183 & Seating Capacity: 85) First third of largest combined meeting space used for most library programs. Located in the new addition. Chairs, tables, whiteboard, large built-in projector screen & projector available.

\_\_\_\_\_ **Meeting Room 2** (Capacity 113 & Seating Capacity: 50) Second third of largest combined meeting space used for most library programs. Located in the new addition. Chairs, tables, and AV screen available.

\_\_\_\_\_ **Meeting Room 3** (Capacity: 111 & Seating Capacity: 50) Final third of largest meeting space used for most library programs. Located in the new addition. Chairs, tables, AV screen and white board available.

\_\_\_\_\_ **Meeting Room 1+2** (Capacity: 296 & Seating Capacity: 135) First 2/3s of larger combined meeting space used for most library programs. Located in the new addition. Chairs, tables, large built-in projector screen & projector available.

\_\_\_\_\_ **Meeting Room 2+3** (Capacity: 224 & Seating Capacity: 100) Final 2/3's of largest combined meeting space used for most library programs. Located in the new addition. Chairs, tables, AV screen and white board available.

\_\_\_\_\_ **Meeting Room 1+2+3** (Capacity: 407 & Seating Capacity: 185) Largest combined meeting space used for most library programs. Located in the new addition. Chairs, tables, whiteboard, large built-in projector screen & projector available.

\_\_\_\_\_ **Meeting Room 4** (Seating Capacity: 38) Medium sized, quiet meeting room located off the entrance hallway. Great for small groups of people or organizations to meet, study or work. AV screen and white board available with tables and chairs.

\_\_\_\_\_ **Meeting Room 5** (Seating Capacity: 19) Medium sized, quiet meeting room located off the entrance hallway. Great for small groups of people or organizations to meet, study or work. AV screen and white board available with tables and chairs.

\_\_\_\_\_ **Multi-Purpose Room 6** (Seating Capacity: 64) Large, quiet meeting room located in the front of the building. White board and AV screen available with tables and chairs. Ideal for classroom instruction.

\_\_\_\_\_ **Meeting Room 7** (Seating Capacity: 10) Small, quiet meeting room located in the adult department. Great for small groups of people or organizations to meet, study or work. AV screen and white board available with tables and chairs.

\_\_\_\_\_ **Meeting Room 8** (Seating Capacity: 9) Small, quiet meeting room located in the adult department. Great for small groups of people or organizations to meet, study or work. AV screen and white board available with tables and chairs.

---

*Required Signature*

I, \_\_\_\_\_, do hereby agree to the terms and conditions set forth by the Meriden Public Library Meeting Room Policy, voted and approved by the Meriden Board of Trustees 05/22/2023. Enclosed is the room rental fee, proof of non-profit (if applicable) and insurance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Check must be made out to City of Meriden at least 3 weeks in advance**

---

CONFIRMATION (by Library Staff): \_\_\_\_\_ Date: \_\_\_\_\_

Room: \_\_\_\_\_ Confirmed for Date: \_\_\_\_\_

Insurance Policy:

Fee Paid:

Proof of Non-Profit (If Applicable):