



## Meriden Public Library Meeting Room Policy

Meeting rooms in the Meriden Public Library are intended primarily for use by the Meriden Public Library for its functions. The Library also encourages public use of meeting rooms during its scheduled hours of operation in keeping with the Library's commitment "to inspire lifelong learning, create possibilities and strengthen our community".

This meeting room use policy establishes rules and procedures for the use of the Library's facilities by the public, for the ease and comfort of all who use the library.

The Board of Trustees of the Meriden Public Library views the use of the meeting rooms as an extension of library services. The Board is responsible for establishing the hours of operation. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural, social, and recreational role the library plays.

### **Availability and Application for Use**

1. All meeting rooms are generally available for use Monday through Saturday during the hours the library is open to the public. Meetings (including setup and cleanup) may begin no earlier than 9:30 am and must conclude at least 15 minutes before the library closes, unless approved in advance by the Library Director. Meeting rooms may be available outside the Library's normal hours of operation subject to availability of City staff. (See Exhibit D)
2. Meeting spaces at the library are reserved on a first come, first served basis with priority given as follows: library-based programs, City of Meriden municipal, boards, commissions, and departments and designated related organizations, other nonprofit organizations for the support of the general public of Meriden, and events by civic, cultural, and educational organizations open to the general public of Meriden.
3. Bookings for meeting rooms must be made at least 3 weeks in advance of the meeting date, unless approved by the Library Director.
4. Organizations other than library-related or City of Meriden-related should not exceed 12 regular meetings during the year. Non-library sponsored organizations will only be allowed to book one meeting per month. (Change of name of the reserving party does not avoid this restriction).
5. Meetings may be relocated by the Meriden Public Library at its discretion. The Library also reserves the right to preempt non-library use.
6. Small groups may be assigned to a study room at the discretion of the Library.
7. The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the City.
8. When reserving a library meeting room, correct contact information (name of primary contact person, phone number and e-mail contact) must be provided to allow library personnel to be in contact. This information will not be shared with the public.
9. The meeting's primary contact person must be 21 years of age or older.
10. Meeting room application forms are available at the Information Desk, can be downloaded and printed out from the library's website, or completed and submitted online at the library's website- [www.meridenlibrary.org](http://www.meridenlibrary.org). The application must be completed, submitted, and approved before a room can be used. Manually completed forms must be turned in at the Information Desk. Library staff will respond to your application via telephone or email within 5 business days.
11. Organizations claiming nonprofit status must show proof of that status.

12. As a general rule non-library sponsored groups or events (whether nonprofit or for profit) shall be required to have a comprehensive general liability insurance policy, with the City of Meriden as an additional named insured. (See City policy attached as **Exhibit A**, which may be amended by the City of Meriden in the future.) If the organization does not have liability insurance, the Library suggests they obtain an event policy. Liquor liability insurance is only required at events that will be serving alcohol. Satisfactory proof of said insurance shall be provided to the Library no less than three weeks in advance of the meeting taking place at the library.

Notwithstanding this general rule, the City of Meriden will permit Meriden nonprofit organizations to book library meeting rooms (other than meeting rooms 1, 2 and 3 or any combination thereof) without the certificate of general liability insurance at the library's discretion

### **General Rules and Limitations**

1. Groups using the meeting rooms will be responsible for:
  - a. Setting up chairs, tables, etc.
  - b. Proper supervision.
  - c. Restoring the room to the same condition in which it was found.
  - d. Costs arising from any damage or loss during use.
2. Smoking or use of tobacco products is not allowed anywhere in the library facility or within 25 feet of the building. (See City policy attached as **Exhibit B** that may be amended by the city of Meriden).
3. Refreshments are to be served only in Rooms 1, 2, 3 and 6. The group is responsible for providing all food products and supplies as well as removal and clean-up of all items. If food and beverages are to be served it must be detailed on the Room Booking Application and is subject to approval by the Library. The Library recommends using a licensed vendor when bringing in prepared foods.
4. Normal vacuuming and trash removal are provided. If the room requires additional cleaning after a meeting, the customer is responsible for doing so or may be charged an additional fee.
5. Alcoholic beverages may not be served in the Library during hours that the Library is open to the public. Use of alcohol after hours must be approved in advance by the Library Director. The library may require the organization to engage a TIPS-trained bartender to serve alcoholic beverages.
6. Groups are responsible for managing their audio-visual needs. Use of the Library's projection and sound systems is permitted with advance notice. Laptops and associated cables must be supplied by the organization and technical assistance from library staff is not guaranteed to be available.
7. Storage of materials before or after the reserved time is prohibited.
8. The library is not responsible for material, personal property or equipment left in the building by meeting space users. Equipment, personal property or materials belonging to the group may be brought to the room immediately prior to the meeting and must be removed immediately after.
9. Library personnel will not be responsible for the setup, operation, or failure of any audio-visual equipment. If the meeting space sponsor is using any of the library's technology in order to host the meeting, sponsor personnel must come to the library at least 30 minutes in advance of the meeting in order to trouble-shoot any technology issues. The Meriden Public Library conducts routine maintenance of its equipment; however, it shall not be responsible for any malfunction or failure of the equipment during the meeting, or for expediting repairs prior to the meeting.
10. When reserving a meeting room, sponsors must indicate the number of tables and chairs they will need to conduct the meeting/event.
11. Minors in the library must be supervised at all times by designated group representatives. ([Child Safety Policy](#)) Meeting attendees must adhere to the Library's Code of Conduct. ([Code of Conduct Policy](#))
12. Participants involved in meetings must not block or disturb access to the library or interfere with use by patrons or use of handicapped doors, elevators, or handicapped parking spaces. If any such disruption occurs, library staff will require that the meeting be disbanded and that the sponsoring individuals leave the library grounds.

13. Under no circumstances shall the sponsor of a meeting open to the public require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation. No admission may be charged; no products or services may be advertised, solicited, or sold. Groups using the meeting rooms may not imply their programs are sponsored, co-sponsored, or approved by the Library, unless written permission has been given by the Library Director. The Library does not provide advertising or marketing for meetings or events at the Library held by non-library groups or individuals. The Library may post events to its online calendar and within the building.
14. The name of the Library may not be used in any publicity for non-library sponsored events except to designate the meeting location. The Library may not be identified as a co-sponsor nor may the Library logo be used without prior approval. It must be made clear that the sponsoring organization should be contacted directly for information regarding the program, and a contact name and telephone number must be provided. The Library reserves the right to review and request changes to flyers or other promotional materials that the outside group intends to issue in connection with the use of its meeting rooms.
15. Private social events, including but not limited to wedding, birthday, anniversary, or graduation parties are not permitted.
16. The maximum capacity set by law is posted in each meeting room. Exceeding the maximum capacity of a room is prohibited by law.
17. Candles, incense, or any other smoke or flame-producing devices are not permitted in the Library. Decorations used at events cannot obscure exit signs and doors. Nothing may be taped or affixed to any part of the rooms. Glitter and confetti are strictly prohibited.
18. Reservation of a Library meeting room does not convey a right to privacy. Staff may require that window coverings and/or doors remain open during the use of the room. Meeting rooms may be monitored by security cameras or security guards when necessary.

### **Fees**

The Meriden Library Board of Trustees has the authority to establish fees for the use of the Library facility. See fee schedule attached as **Exhibit C** that may be amended by the Library Board of Trustees.

- a) Nonprofit organizations whose legal address in Meriden shall pay no fee for the use of the library's meeting spaces during regular library hours. Fees may be charged for use outside of regular library hours.
- b) Nonprofit organizations whose legal address is outside of Meriden shall pay a fee as set forth in **Exhibit C**. In addition, ALL for profit organizations shall pay a fee as set forth in **Exhibit C**.
- c) Organizations claiming nonprofit status will be required to provide certification from the State of CT or the Federal government or that they are an organization that has informed pursuant to the nonprofit entity statutes of their state of incorporation.
- d) All parties may be charged additional fees for use of additional audio-visual equipment, extra cleaning, and for any other costs for services requested by the booking organization and agreed upon by the Meriden Public Library.
- e) All fees must be paid at least 3 weeks in advance of the booking to the Meriden Public Library, or the reservation will be cancelled or not accepted. All fees must be paid to Meriden Public Library using cash or check. This may be amended by the Library Board of Trustees. Returned checks will be subject to a charge set forth in **Exhibit C**.
- f) Booking organizations and individuals shall be responsible for payment for any damages caused to the facilities during their use.

## Cancellations

19. The Meriden Public Library reserves the right to cancel a reservation as follows:
  - a) At any time for any violation of these rules or in violation of the Library's Patron Code of Conduct or any applicable laws.
  - b) For failure to pay any of the required fees.
  - c) Instances in which the library must close for any reason, in which case any unspent, pre-paid fees paid to the Meriden Public Library will be refunded.
  - d) Instances in which City funding does not provide staff outside the Library's normal hours of operation.
20. Meetings may be relocated by the Meriden Public Library at its discretion. The Library also reserves the right to preempt non-library use. Cancellation of a meeting space reservation by the booking or sponsoring organization is required 3 weeks in advance except for weather-related conditions in which the library is closed. Any pre-paid fees to the Meriden Public Library will be refunded due to such cancellations.
21. If the library is not notified of a cancellation at least 3 weeks in advance or if there has been any violation of these rules then any pre-paid fees will not be refunded. Reservations by that sponsoring organization for future use of the library's meeting spaces may be restricted or cancelled.

Meeting rooms will be denied to groups or individuals who discriminate in violation of municipal, state, or federal non-discrimination law or regulation or who distribute any information or materials in violation of any State or Federal law.

The Meriden Public Library, the Board of Trustees, the City of Meriden, the Library Director, employees, and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using the Library's meeting rooms, and in addition, assume no responsibility for the personal injury, including death, of any individual using the meeting rooms.

**These guidelines may be amended from time to time, any additional questions not addressed by this policy may be brought to the attention of the Library Director and/or the Board of Trustees.**

# EXHIBIT A

## CITY OF MERIDEN INSURANCE REQUIREMENTS

### BUSINESS REQUIREMENTS:

Business organization, Corporation, or LLC Certificate of Insurance requirements for use of City of Meriden property:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the *City of Meriden as Additional Insured* on a primary or non-contributory basis to all policies. All policies should also include a *Waiver of Subrogation*. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-"VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability		
	Each Occurrence	\$1,000,000.00
	General Aggregate	\$2,000,000.00
	Products/Completed Operations Aggregate	\$2,000,000.00
	Liquor Liability	\$1,000,000.00
Umbrella /	Each Occurrence	\$1,000,000.00
Excess Liability	Aggregate	\$1,000,000.00

Original completed Certificate of Insurance must be presented to the City of Meriden prior to contract issuance. User agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies

### RESIDENT/SMALL VOLUNTEER GROUP REQUIRMENTS:

Resident of Small Volunteer Group Certificate of Insurance requirements for use of City of Meriden property:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the City of Meriden as Additional Insured. Insurance shall be written with Carries approved in the State of Connecticut with a minimum AM Best's Rating of "A-"VIII. In addition, all carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	1,000,000.00
General Aggregate		2,000,000.00
Products/Completed Operations Aggregate		2,000,000.00
Liquor Liability		1,000,000.00

Original completed Certificates of Insurance must be presented to the City of Meriden prior to the contract issuance. User agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of policies.

## ARTICLE IV

**Smoking and Use of Tobacco Products Around Municipal Buildings****[Adopted 7-17-2017]****§ 153-15. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**MUNICIPAL BUILDING** — Any building or structure owned or leased by the City of Meriden.

**SMOKING** — Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

**TOBACCO PRODUCT** —

- A. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, snus; and
- B. Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- C. Notwithstanding any provision of Subsections A and B to the contrary, tobacco product includes any component, part, or accessory of a tobacco product, whether or not sold separately.

**§ 153-16. Use of tobacco products prohibited surrounding municipal buildings; exceptions.**

- A. No person shall smoke or use any tobacco product within 25 feet of doors, windows, and air intakes surrounding municipal buildings.
- B. The Hunter Memorial Golf Course and Augusta Curtis Cultural Center are excluded from this article.

**§ 153-17. Posting of signs.**

Every municipal building shall have at least one conspicuously displayed sign stating that smoking and the use of tobacco products are prohibited. Such signs must have appropriate text and/or graphics to clearly indicate that smoking and the use of tobacco products are prohibited and include the appropriate City of Meriden ordinance citation. Such signs shall be posted in a quantity and manner reasonably likely to inform individuals occupying the area that tobacco use is prohibited within the area.

**§ 153-18. Designation of smoking/tobacco use areas.**

A designated smoking/tobacco use area may be identified surrounding the municipal building for employees, volunteers, customers, vendors, clients, consultants, contractors and all other visitors. A person smoking or using tobacco products in the designated area shall not be subject to a penalty.

**§ 153-19. Enforcement.**

The provisions of this article shall be enforced by citation. The following persons have authority to issue citations for violations pursuant to this article: City of Meriden Police Officers.

**§ 153-20. Violations and penalties.**

A warning shall be issued for a first offense. The citation amount for a second offense shall be \$25. The citation amount for a third offense shall be \$50. The citation amount for the fourth or more offenses shall be \$99. Such citation shall be on a form as prescribed by the City of Meriden.



## EXHIBIT C- FEE CHART

### (APPLIES TO REGULARLY SCHEDULED LIBRARY HOURS)

Meriden nonprofit organizations will **NOT** be charged a fee during the Library’s regular hours of operation. All other organizations will adhere to the following chart. These fees apply during the Library’s normal operating hours. Outside these hours, special arrangements may be made, subject to the availability of City staff for an additional fee. (Exhibit D)

<b>Meeting Rooms</b>	<b>Standing Capacity</b>	<b>Seat Capacity</b>	<b>Half day fee (3 hours)</b>	<b>Full day fee (Over 3 hours)</b>	<b>Half day fee for Nonprofit</b>	<b>Full day fee for Nonprofit</b>
<b>Meeting Room 1*</b>	<b>183</b>	<b>85</b>	<b>\$75</b>	<b>\$150</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 2*</b>	<b>113</b>	<b>50</b>	<b>\$75</b>	<b>\$150</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 3*</b>	<b>111</b>	<b>50</b>	<b>\$75</b>	<b>\$150</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 4</b>		<b>19</b>	<b>\$50</b>	<b>\$100</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 5</b>		<b>38</b>	<b>\$50</b>	<b>\$100</b>	<b>\$25</b>	<b>\$50</b>
<b>Multi-purpose Room 6</b>		<b>64</b>	<b>\$75</b>	<b>\$150</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 7</b>		<b>9</b>	<b>\$50</b>	<b>\$100</b>	<b>\$25</b>	<b>\$50</b>
<b>Meeting Room 8</b>		<b>10</b>	<b>\$50</b>	<b>\$100</b>	<b>\$25</b>	<b>\$50</b>

\*Meeting rooms 1, 2, 3 can be configured into one or two larger rooms.

\*For profit organizations’ fees for Rooms 1, 2, 3 in an open format is \$200 for half day and \$400 for full day. Returned checks will be subject to a \$25 fee and all related bank charges.

Cancellations are required 3 weeks in advance or prepaid fees will not be refunded.

**Adopted by Meriden Library Board of Trustees, September 25, 2023**



## **EXHIBIT D- AFTER HOURS FEE CHART**

Based on whether the Library is open for all or part of the program, additional charges apply for all users for facilities and security services. City of Meriden maintenance and security employees must be hired for programs that end after the regular closing of the Library or events held when the Library is closed to the public. Due to union requirements, a minimum charge of 4 hours will apply. Evenings will be charged at time and a half and Sundays at double time. The Library reserves the right to determine the appropriate staffing level required for the event based on the size and/or type of event. Rate charges are subject to change. Both security services and facilities charges will be required for all events.

Day	Time	Maintenance \$60/hour (4 hour minimum)	Security \$40/hour (4 hour minimum)
Monday	After 5 pm	\$360	\$240
Tuesday	After 8:30 pm	\$360	\$240
Wednesday	After 8:30 pm	\$360	\$240
Thursday	After 8:30pm	\$360	\$240
Friday	After 5 pm	\$360	\$240
Saturday	After 5 pm	\$360	\$240
Sunday	Anytime 8am to 8 pm	\$480 + \$120/hr. exceeding 4 hours	\$320 + \$80/hr. exceeding 4 hours

**Adopted by Meriden Library Board of Trustees, September 25, 2023**