

Meeting Room Policy

I. Purpose

- a. The New Haven Free Public Library provides meeting spaces on a priority basis to local, nonprofit or community organizations (customers) of a public, civic, educational or cultural nature.

II. Priorities and Eligibility

- a. It is preferable that those making meeting room reservations are NHFPL cardholders.
- b. One meeting room reservation per month per customer/ organization is allowed. Rooms are available on a first come, first served reserved basis up to three months in advance and no less than 7 days ahead of time, or at the discretion of the appropriate manager.
- c. Reservations for multiple, regularly scheduled meetings are subject to review by the City Librarian, her representative, or branch manager as appropriate. The library reserves the right to limit use where the demands for meeting space so require.
- d. Meeting rooms are not available to the public when buildings are closed.
- e. Community events at library locations must be held during regular library hours, and may not be used to raise money for either fundraising or commercial purposes.
- f. No admission, membership or other fees may be charged to individuals attending meetings or programs; no products or services may be advertised, solicited, or sold.
- g. Social events of a personal or private nature (such as weddings, birthday parties, or baby showers) are not permitted.
- h. 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 meeting room. Meeting rooms may be monitored by security cameras or security guards when necessary.
- i. The City Librarian or her designates, including the four branch managers, have full authority to grant, refuse or revoke permission to use the meeting rooms.
- j. Library events and/or library-sponsored activities take priority over outside requests for use of meeting rooms.

III. Rules and Responsibilities

- a. For the Library:
 - i. Reserves the right to deny or terminate the use of its facilities if the user's activities are disruptive to library customers or staff, result in disorderly conduct, or constitute a violation of the NHFPL Code of Conduct.
 - ii. Reserves the right to cancel any meeting because of adverse weather conditions or for any other emergency. It is up to the customer/ organization to contact NHFPL for rescheduling the meeting reservation.
 - iii. Assumes no responsibility for personal belongings or equipment in connection with the use of interior or exterior space.
 - iv. May provide only a basic set up of the room with tables and chairs.
- b. For the Customer/ Organization:
 - i. Will comply with the NHFPL Meeting Room Policy and will indicate agreement when submitting the meeting room reservation request.
 - ii. Will comply with all federal, state, and local laws and policies.
 - iii. Will be held responsible for proper supervision during events. Children under 12 years of age must at all times be under the direct supervision of an adult or a responsible

person who is 15 years or older. *(Please refer to the New Haven Free Public Library Unattended Children Policy for more information.)*

- iv. Customers/ organizations holding reservations are requested to notify the library of cancellations at the earliest possible date in order to free the facility space for another reservation. Failure to provide this courtesy may result in loss of facility usage privileges.
- v. Users of meeting rooms must provide their own supplies and materials.
- vi. The customer/ organization may be responsible for the set up / arrangement of tables and chairs to meet the needs of the customer and restoring them to the original set-up after the function.
- vii. Tables, chairs, and podiums may be rearranged by the customer while using the meeting room without staff notification.
- viii. Occupancy may not exceed approved limits.
- ix. No property belonging to the group may be stored at the Library.
- x. All facilities must be vacant and left in a neat and orderly condition. Each room should be left as the customer found it upon arrival. 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.
- xi. All clean-up must be completed within the time specified on the application and the space must be vacated no later than fifteen minutes prior to closing.
- xii. If any damage to equipment, furniture or the room is assessed after a meeting, the customer may be charged an additional fee, up to the cost of replacing and/or repairing any damaged materials.

IV. Meeting Room Information and Publicity

- a. Permission to reserve and use a space does not constitute an endorsement by the Library of the customer/ organization, program or point of view expressed.
- b. The name of the Library may not be used in any publicity for non-library sponsored events/activities except to designate the meeting location.
- c. The Library may not be identified as a co-sponsor of a meeting nor may the Library logo be used without prior written approval.
- d. The Library reserves the right to review and request changes to any fliers or other promotional materials that the outside group intends to issue in connection with the use of its meeting rooms.
- e. All publicity concerning the meeting or event is the responsibility of the customer/ organization.
- f. Any publicity about the meeting or event must clearly state the customer/ organization's contact name with phone number and/or email.
- g. The Library has a community bulletin board at the Ives Main Library and at each branch where fliers may be posted by the community.

V. Food and Beverages

- a. The Library is not responsible for issues related to improper preparation and handling of food and beverages by the customer/ organization using its meeting rooms.
- b. The Library recommends using a licensed vendor when bringing in prepared food for a meeting room reservation.
- c. Limited food and beverages are allowed with advanced notice in most meeting rooms. All food and beverages must be listed and described in the meeting room reservation for approval.

- d. The customer/ organization assumes responsibility for abiding by and/or obtaining necessary food permits from the New Haven Health Department. The Library is not responsible for noncompliance or any fees incurred by the customer/ organization.
- e. Catering priority at Ives Main Library should be given to the Library's in-house partner, which has obtained and maintained the Library's recommended licensing.
- f. Users of meeting rooms must provide their own supplies and refreshments.
- g. No alcoholic beverages are allowed.
- h. No cooking is allowed.
- i. The customer/ organization is responsible for all clean-up and for leaving the meeting room in a neat and orderly condition. 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.

VI. Reservations and Application/ Reserving a Room/ Cancellation

- a. Use of meeting space at Ives Main Library must be arranged in advance by emailing meetingroom@nhfpl.org or calling (203) 946-8130 x312.
- b. Reservations for use of branch spaces should be directed to the appropriate branch manager. Please see the last section for details.
- c. Rooms may be reserved up to 3 months in advance.
- d. The customer/ organization should notify the library as soon as possible if it is necessary to cancel a reservation. Repeated cancellations may affect the ability to reserve meeting rooms in the future.
- e. Reservation is not confirmed until customer receives a confirmation email from the appropriate manager.

VII. Technology, Equipment and Room Set-up

- a. Wi-Fi is available in all libraries.
- b. AV equipment is available in most meeting rooms.
- c. Upon request with prior notice, library staff may assist with existing library AV / technology set up.
- d. The customer/ organization may be responsible for the set up / arrangement of tables and chairs to meet the needs of the customer and restoring them to the original set-up after the function.

VIII. Fees

In January 2011, the Library Board of Directors voted to begin charging for the newly renovated spaces at the Ives Main Library with no charge to use the meeting rooms in the rest of the system. The Computer Classroom at Wilson Library will also incur a charge similar to Ives Main Library's Computer Classroom.

Fees are due on or before the day of the meeting.

Ives Main Library

To reserve space, please contact meetingroom@nhfpl.org or (203) 946-8130 x312.

Meeting Room	Capacity	Room Dimensions	Technology (in room or available)	Furniture (i.e. tables, chairs, podium, etc.)	Room Fixtures (i.e. sink, fridge, window shades, accessibility features such as ramp, etc.)	Fee
Lower Level						
Ives Board Room	Table seats 14; lounge area seats 10	30' x 24'	SMART Board with connected PC & sound bar	Conference table seats 14. Extra side table. Lounge seating seats 8. Whiteboard.	n/a	\$50 per 2-hour session with a 2-hour minimum
Ives Community Program Room	Seating for 80	50' x 25'	Overhead projector and sound system, ceiling mounted screen, podium with microphone, Blu-Ray/DVD Player; VCR/DVD Player; 4 Wireless Lapel microphones (These are known to have poor battery life); BYOD	Podium and chairs	Small stage w/ramp accessibility; black out shades; small separate kitchen w/fridge, sink, microwave, stove/oven.	\$50 per 2-hour session with a 2-hour minimum
Ives Computer Classroom	9 PC computer stations; 1 instructor station	24' x 18'	9 All in One PCs; 1 Instructor PC; Overhead Projector and Speakers	Podium and whiteboard. Classroom set-up.	n/a	\$50 per 2-hour session with a 2-hour minimum

Ives Performance Area	Seating for 100+	50' x 25'	Overhead projector and sound system, ceiling mounted screen, Blu-ray/DVD player	Podium and chairs.	Portable stage and blackout shades. Accessibility ramp for stage access.	\$50 per 2-hour session with a 2-hour minimum
Ives Think Tank	Table seats 12	17' x 22'	75" LED/LCD flat screen on cart w/ computer; wireless mouse & keyboard	Whiteboard, table and chairs for 12.	Counter space with sink.	\$25 per 2-hour session with a 2-hour minimum
Tutor Rooms 1	Space for 3		1 PC with Floppy disc drive	2-3 Chairs and desk	n/a	No charge
Tutor Rooms 2	Space for 3		1 PC	2-3 Chairs and desk	n/a	No charge
Tutor Rooms 3	Space for 3		1 PC	2-3 Chairs and desk	n/a	No charge
Tutor Rooms 4	Space for 3		1 PC	2-3 Chairs and desk	n/a	No charge
First Floor						
Philip Marett Seminar Room	Table seats 14; lounge area seats 6; or standing space for 40	25' x 27'	75" LED/LCD wall-mounted flat screen w/ built in speakers; 1 PC connected; BYOD possible	Podium. Table seats 14. Lounge area seats 5.	Side counter seating for 6.	\$25 per 2-hour session with a 2-hour minimum

Fair Haven Library

To reserve space, please contact (203) 946-8115.

Meeting Room	Capacity	Room Dimensions	Technology (in room or available)	Furniture (i.e. tables, chairs, podium, etc.)	Room Fixtures (i.e. sink, fridge, window shades, accessibility features such as ramp, etc.)	Fee
Community Program Room	Seating for 75	44' x 28'	LCD projector; screen; speakers; Blu-Ray/DVD Player; laptops available by request; Wi-Fi access	4 6-ft. tables; 5 8-ft. tables; 18 upholstered folding chairs; approximately 75 plastic backed chairs; podium	stairs to reach room (located on lower level) or use elevator; washrooms just outside room	No charge
Tutor Rooms 1	Space for 7	7' x 10.5'	Wi-Fi access	table and approximately 6-8 chairs	stairs to reach room (located on lower level) or use elevator; washrooms just outside room	No charge
Tutor Rooms 2	Space for 7	7' x 12'	Wi-Fi access	table and approximately 6-8 chairs	stairs to reach room (located on lower level) or use elevator; washrooms just outside room	No charge

Mitchell Library

To reserve space, please contact (203) 946-8117.

Meeting Room	Capacity	Room Dimensions	Technology (in room or available)	Furniture (i.e. tables, chairs, podium, etc.)	Room Fixtures (i.e. sink, fridge, window shades, accessibility features such as ramp, etc.)	Fee
Community Program Room	Seating for 30		LCD projector; portable screen; DVD player		Small kitchenette	No charge

Stetson Library

To reserve space, please contact (203) 946-8119.

Meeting Room	Capacity	Room Dimensions	Technology (in room or available)	Furniture (i.e. tables, chairs, podium, etc.)	Room Fixtures (i.e. sink, fridge, window shades, accessibility features such as ramp, etc.)	Fee
Large Community Program Room	Seating for 50		In Room: Pull down screen, 42" TV on cart w/Blu-Ray player & remotes; Available: LCD projector with VGA hookup, Windows laptops, whiteboard, 31" TV/DVD combo on cart, 7' projector screen, microphone	In Room: No permanent furniture in large room Available: Folding tables, plastic/metal chairs, folding metal chairs, podium with mic stand	Door that opens to front window display, 2 doors to main floor, interior door to small program room	No charge
Small Community Program Room	Seating for 20		In Room: Pull down screen, 31" TV/DVD combo on cart ; Available: LCD projector with VGA hookup, Windows laptops, whiteboard, 42" TV on cart w/Blu-Ray player & remotes, 7' projector screen, microphone	In Room: Storage cabinets and small kitchenette (see fixtures for details) Available: Folding tables, plastic/metal chairs, folding metal chairs, podium with mic stand	Kitchenette includes sink, microwave, counter space, a fridge that doesn't work, and 2 large overhead cabinets Other: Door that opens to front window display, 1 door to main floor, 1 door to back alcove by storage closet, interior door to large program room	No charge

Wilson Library

To reserve space, please contact (203) 946-2228.

Meeting Room	Capacity	Room Dimensions	Technology (in room or available)	Furniture (i.e. tables, chairs, podium, etc.)	Room Fixtures (i.e. sink, fridge, window shades, accessibility features such as ramp, etc.)	Fee
Atrium	Seating for 90		Available for use: LCD Projector, Projection screen, Laptop (PC only), HDMI, VGA cables, extension cord, AV cart, Mini Display Port adapter.	Tables and chairs are available for use. Group is responsible for setup/cleanup of space.	Back entrance is Wheelchair accessible.	No charge
Community Program Room	Seating for 90		Available for use: mounted LCD projector with surround sound, Blu-ray player, laptop (PC only), Whiteboard, AV cart.	Tables, chairs and a podium are available for use. Group is responsible for setup/cleanup of space.	Sink, mini-fridge, direct exit/entrance.	No charge
Computer Classroom	Outside room: 2 Computers, 8 at table, Computer classroom: 1 instructor, 12 students		Available for use: LCD projector, Projector screen, HDMI/VGA connectors	Tables and chairs are available for use. Group is responsible for setup/cleanup of space.		\$50 per 2-hour session with a 2-hour minimum

Conference Room Lower Level	Seating for 10		Available for use: LCD Projector, Projection screen, Laptop (PC only), HDMI, VGA cables, extension cord, AV cart, Mini Display Port adapter.	Table in room with chairs. Group is responsible for setup/cleanup of extra furniture in space.	Sink, window shade	No charge
Conference Room Upper Level	Seating for 10		Available for use: LCD Projector, Projection screen, Laptop (PC only), HDMI, VGA cables, extension cord, AV cart, Mini Display Port adapter.	Table in room with chairs. Small whiteboard on wall. Group is responsible for setup/cleanup of extra furniture in space.		No charge
Family Place Room	Space for 25 children or 15 adults		Available for use: LCD Projector, Projection screen, whiteboard Laptop (PC only), HDMI, VGA cables, extension cord, AV cart, Mini Display Port adapter.	Table in room with chairs.	Sink, mini-fridge, direct exit/entrance.	No charge

For an updated list of rooms and available resources, please refer to the online room rental platform through the website coming in mid-2019.

Approved by NHFPL Board of Directors, January 22, 2019.