

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.

Approved by NHFPL Board of Directors, January 2022.