



# Meriden Department of Health and Human Services MEETING ROOM APPLICATION

165 Miller Street, Meriden. Hours of Operation: M-F, 8:00am to 4:30pm

Meeting room requests must be submitted at least 10 business days prior to the date of the meeting. We can take your request over the phone but will not book it until this form is received. Not adhering to our meeting room policy will result in the immediate revocation of permission to use MDHHS meeting rooms. MDHHS reserves the right to refuse or revoke permission for the use of meeting rooms to any group, organization, or individual.

### MEETING ROOMS AVAILABLE

- TEEN ROOM (Seats up to 30 with tables and chairs, has powerpoint screen and guest internet access)
- STODDARD ROOM (Seats up to 15 with tables and chairs, has guest internet access)

### AUDIOVISUAL (A/V) EQUIPMENT NEEDS

Do you have audiovisual needs for your meeting?      Yes       No

We do not supply audiovisual or special equipment such as laptops or microphones. We highly suggest a "test run" before your meeting as we do not have in-house tech support.

### MEETING INFORMATION

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

Meeting Date(s): \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_

### REQUIRED SIGNATURE

I, the undersigned, certify that the foregoing statements are true and complete to the best of my knowledge. Furthermore, *I have read and signed* the attached policy for use of meeting rooms and agree to abide by the rules, regulations and restrictions stated therein. I will bring approved confirmation to obtain entrance to room.

Signature (REQUIRED) \_\_\_\_\_

Print Above Name \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

**\*\*\*Please fax completed application to: (203) 639-0039 or email [cgutierrez@meridenct.gov](mailto:cgutierrez@meridenct.gov)\*\*\*  
Please call (203) 630-4221 if you need to cancel your reservation.**

**MERIDEN DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**Guidelines for Use of Conference Rooms**

Conference rooms are primarily for use by the Meriden Department of Health and Human Services (MDHHS). Community groups are permitted to use the conference rooms but MDHHS activities receive priority.

**Hours**

Meetings must be held during regular business hours (8:00am to 4:30pm, Monday - Friday). City departments can be in the room after 5:00pm. Front doors to the building will be locked; persons will need to exit via the staff entrance on the side of the building after 5:00pm.

**Room Set Up**

Organizations are responsible for arranging the chairs, tables, and other equipment to meet their own needs. Way-finding signs to your meeting room are highly encouraged and must be taken down after your event. Organizations must provide their own easel paper if needed. Groups must clean up after themselves.

**Special Equipment**

All audiovisual and special equipment, such as laptops and microphones are to be provided by the using organization. MDHHS is not responsible for equipment, supplies, materials or other items owned by a group or organization and assumes no responsibility for damage or theft.

**Food Services**

Food during meetings is allowed, however you must clean up at the end of your meeting. We do not provide any supplies (cups, plates, etc).

**Liability**

I agree that the City and MDHHS are not responsible for any personal injury or property damage arising from or relating to the use of the conference rooms and will hold the City harmless for any claim.

**PLEASE SIGN and return with meeting room application:**

I understand and agree to follow the above meeting room rules and regulations. I understand that by not adhering to meeting room policy will result in the immediate revocation of permission to use MDHHS meeting rooms.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Use Only:**

Approved \_\_\_\_\_ Not Approved: \_\_\_\_\_

MDHHS Contact Person for Meeting: \_\_\_\_\_

*This person will be responsible for unlocking the meeting room and collecting post-event checklist.*

Room checked post event by: \_\_\_\_\_