



MERIDEN DEPARTMENT OF HEALTH & HUMAN SERVICES
165 MILLER ST. MERIDEN, CT 06450
PHONE: 203-630-4226



MEETING ROOM APPLICATION

HOURS OF OPERATION: MONDAY THROUGH FRIDAY 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

**** Please note that we do not provide any audiovisual equipment for meetings or events. This includes laptops, microphones, speakers, or any connection cables such as HDMI, Ethernet, or audio cords. ****

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*****
Please call (203) 630-4221 if you need to cancel your reservation.

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:

Meeting must be held during regular business hours (8:00am to 4:30pm, Monday through 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 of 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 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: _____