

Ridgefield Library Policies

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PROGRAM ROOMS RENTAL POLICY, FEES & APPLICATION FORM

PROGRAM ROOMS POLICY:

The facilities will be made available to the public served by the library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Ridgefield Library. All programs that take place in the Library should reflect the educational, cultural, social, and recreational role the Ridgefield Library plays in our community.

The primary purpose for the program rooms is to accommodate current and future library programming needs. After these needs have been met the rooms will be available for rental in the following order of priorities:

1. Programs sponsored by agencies of town government or other town supported organizations
2. Non-profit organizations and individuals
3. Other organizations and individuals

Outside groups and individuals may use the program rooms under the following conditions:

1. Any one group may reserve a room for meetings up to **twelve** times a year beginning with the first rental. Rentals cannot be booked more than **three** months in advance of the date requested. Special scheduling considerations must be approved by the Executive Assistant in conjunction with the Library Director.
2. The program rooms may be used only during the library's regular hours of operation. Under special circumstances use during other times may be agreed to by the Executive Assistant. An extra fee will be charged for rentals outside of normal business hours.
3. The rooms must be cleaned up after use and vacated at least five minutes before closing.
4. Library and Friends of the Library-sponsored program use is free. Town Agency program use is free for basic room use during normal opening hours. Other fees may apply as per the non-profit rate table . Other users will be charged a fee to cover operation costs. See Schedule of Fees.
5. A completed application and applicable fee must be received at least fourteen (14) days prior to the scheduled event. If the agreed upon rental time exceeds the already established fee arrangement, you will be sent a bill to be paid within thirty days.
6. Cancellations may be made up to seven (7) days prior to the scheduled event. Cancellations made after seven days will result in a forfeiture of the fee. If there is a cancellation on the day of the rental, owing to inclement weather, the event may be rescheduled without any penalty, or else a full refund will be granted to the applicant. **The library reserves the right to cancel in an emergency situation.**
7. Neither admission nor any pre-paid registration may be charged and no services or products may be sold without the consent of the Executive Assistant or the Library Director.

8. Rentals are not permitted for the purpose of promoting a business or for any sales purpose. Renters may not post sign-in sheets, distribute business cards, or engage in any similar effort to solicit business. Public displays will be at the discretion of the library staff.
9. The room cannot be rented for parties or social functions.
10. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc. All publicity materials must be approved to ensure they *prominently* state:
“THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY”
11. The group using the room must designate a point person responsible for the proper use of the room in accordance with guidelines, **who must be in attendance at the event.**
12. All groups renting the room(s) **must provide proof of liability insurance** naming the Ridgefield Library as an additional insured; renters coverage must be primary and non-contributory with \$1 million per occurrence and \$2 million aggregate. A waiver may be granted on request.
13. Groups using the room are responsible for leaving the room and kitchen in good order, and for removing **all food and beverages** after the event. Library will dispose of garbage. If outside catering equipment is brought in it must be removed no later than the morning after the room rental. Delivery of any outside equipment must be pre-arranged with the Executive Assistant.
14. Applicant is responsible for reimbursement for damages to building, equipment, or contents incurred while his/her group is using the facilities. It is agreed that the Ridgefield Library shall not be held responsible for claims of damage or liability arising from such usage.
15. Standard room set up will be handled by Library staff provided **two-week** notice is given. Please discuss room set up with the Executive Assistant to ensure equipment is available, and indicate on the application how you would like the room set up. Short-notice set up requests will be considered at the Executive Assistant’s discretion. An additional fee may apply to any unusual or labor intensive room set-ups.
16. The library is not responsible for equipment, supplies, exhibit materials, or other items owned by a group or individual and used in the Library.
17. The library’s audio-visual equipment may be used with advanced permission. A use fee will be charged, and \$100 security deposit, on a separate check, is also required. This equipment will be set up by a member of the Library staff. If you would need a technician for the duration of your rental, additional hourly charges may also apply. If you would like to test the equipment in advance please make an appointment to do so.
18. The renter agrees to obtain the relevant licensing permission when showing a film, playing music or presenting other copyright material.
19. Juveniles or young adults (18 & under) may use the rooms only when adult supervision is provided.

20. **Alcohol is prohibited** except as waived by the written permission of the Library Director. Please apply for permission one month in advance. Proof of liquor liability insurance may be requested. Smoking is never permitted in the Program Rooms, or anywhere else in the library.
21. Use of the Program Rooms may not interfere with the routine business of the library.
22. The Executive Assistant, in consultation with the Library Director, is authorized to determine appropriate use of the room. In case of denial, an appeal may be made, in writing, to the Library Board of Directors.

SCHEDULE OF FEES:

1. Library-sponsored and Friends of the Ridgefield Library Programs – No Fee

2. Town Agency Programs – No basic fees during normal opening hours. Other fees may apply as per the non-profit rate table below.

3. Non-Profit Organizations and Individuals :

Non-Profit Rates	Dayton Program Room	Larger Program Room	Combined Rooms
Basic Rental Fee:	\$30 per hour or any portion thereof	\$45 per hour or any portion thereof	\$75 per hour or any portion thereof
Use of the Kitchen	Additional \$20	Additional \$20	Additional \$20
Use of Audio-Visual Equipment	Additional \$15 (plus refundable \$100 security deposit on separate check)	Additional \$15 (plus refundable \$100 security deposit on separate check)	Additional \$15 (plus refundable \$100 security deposit on separate check)
Audio-Visual Technician in attendance	Additional \$25 per hour or any portion thereof may be charged	Additional \$25 per hour or any portion thereof may be charged	Additional \$25 per hour or any portion thereof may be charged
Use of room outside normal Library hours	Additional \$25 per hour or any portion thereof	Additional \$25 per hour or any portion thereof	Additional \$25 per hour or any portion thereof
Unusual or Labor Intensive Set Ups	Additional \$25	Additional \$25	Additional \$25
Use of Piano	Tuning fee may apply	Tuning fee may apply	Tuning fee may apply

Note: You will be sent a bill if your rental time exceeds the already established fee arrangement.

4. For-Profit Organizations and Individuals:

For-Profit Rates	Dayton Program Room	Larger Program Room	Combined Rooms
Basic Rental Fee:	\$50 per hour or any portion thereof	\$75 per hour or any portion thereof	\$125 per hour or any portion thereof
Use of the Kitchen	Additional \$20	Additional \$20	Additional \$20
Use of Audio-Visual Equipment and/or piano	Additional \$15 (plus refundable \$100 security deposit on separate check)	Additional \$15 (plus refundable \$100 security deposit on separate check)	Additional \$15 (plus refundable \$100 security deposit on separate check)
Audio-Visual Technician in attendance	Additional \$25 per hour or any portion thereof may be charged	Additional \$25 per hour or any portion thereof may be charged	Additional \$25 per hour or any portion thereof may be charged
Use of room outside normal Library hours	Additional \$25 per hour or any portion thereof	Additional \$25 per hour or any portion thereof	Additional \$25 per hour or any portion thereof
Unusual or Excessive Set Up	Additional \$25	Additional \$25	Additional \$25
Use of Piano	Tuning fee may apply	Tuning fee may apply	Tuning fee may apply

Note: You will be sent a bill if your rental time exceeds the already established fee arrangement.

PROGRAM ROOMS RENTAL APPLICATION FORM:

Requests for use of the Program Room(s) must be made using this application two weeks prior to the date needed. Send completed applications to the above address, attention Program Room Reservations.

Room Requested? Main Program Room ____ **Dayton Program Room** ____ **Combined Rooms** ____

Name of Organization: _____

Contact Person: _____ **Address:** _____

Telephone: _____ **Email:** _____

Will the room be used for a business purpose or are you deriving economic benefit from the use of the room? (includes business meetings, paid tutoring, etc.) **Y**____ **N**____ (if “yes” for-profit rate applies)

Describe purpose: _____

Date: _____ **Time from** _____ **to** _____ (include set up/clean up time)

What time will your event run from _____ **to** _____?

Room Set-up Requested: Theater ____ **Café** ____ **Workshop** ____ **Meeting** ____

Other (describe) _____

Projected Attendance: _____ **Will you be using the kitchen? Y** ____ **N** ____

AV Equipment: Interactive White Board (DPR only) ____ Overhead Projector ____ DVD Player ____
Assistive Listening (Main Program room only) ____ AV Technician for duration of rental? (book 2 weeks in advance and subject to availability) ____ Piano (piano is tuned 2 x per year. Additional tuning at renter’s expense) ____ Microphone (Main Program Room only) _____

NEITHER ADMISSION NOR ANY REGISTRATION FEE MAY BE CHARGED FOR THIS EVENT WITHOUT THE CONSENT OF THE LIBRARY DIRECTOR. ALL PUBLICITY FOR PUBLIC PROGRAMS MUST CLEARLY STATE “THIS IS NOT A LIBRARY SPONSORED EVENT.”

Please refer to the attached schedule of fees to determine the amount of your check. The Library must receive your check and completed application at least two weeks before your event.

I have read the above guidelines and attached policies, and agree to abide by them. ***Person signing below section must be in attendance at event.*** Make checks payable to the Ridgefield Library. If using the Audio Visual equipment, please enclose a **separate \$100 security deposit check.**

Name (Please Print): _____

Signature: _____ **Date:** _____

Amount enclosed: _____ (Room rental plus any additional fees. See Schedule of Fees)

STUDY ROOM POLICY AND BOOKING INFORMATION – Final Version 8/22/2016

Ridgefield Library's Study Rooms are available for use for individual and small group study, tutoring, meetings etc. The rooms seat between 4 and 6 people around a small table. There are electrical outlets and wireless Internet is available.

The facilities will be made available to the public served by the library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Ridgefield Library.

Study Rooms are located throughout the Library. Several are available for advance reservation by calling **203-438-2282 (ext. 11022) between 9 AM and 5 PM, Monday through Friday** (at least the day before the reservation is needed), or by walk up (on a first come, first-served basis) to the Adult Services Desk for rooms on the upper level and the Children's Service Desk for rooms on the main level.

Outside groups and individuals may use the Study Rooms under the following conditions:

1. The rooms are suitable for small groups and **quiet** activities only. Proper behavior must be observed at all times.
2. Advance reservations for the room may be made by any one individual or group up to **twelve** times a year beginning with the first use. Reservations cannot be booked more than **four** weeks in advance of the date requested. Special scheduling considerations must be approved by the Executive Assistant in conjunction with the Library Director.
3. **Fees:**
 - a. Non-profit groups and individuals may use the rooms free of charge. The room can be reserved in advance for a maximum of 4 hours in any one day.
 - b. To reserve a room in advance, for profit organizations and individuals who are using the room for commercial benefit will be charged **\$10 per hour** (or part of an hour) for the smaller 4 person rooms and **\$15 per hour** (or part of an hour) for the larger 6-person study rooms. The room can be reserved in advance for a maximum of 4 hours in any one day. Please make checks payable to The Ridgefield Library or pay by cash. Payment must be made prior to using the room. No credit cards are accepted for payment.
 - c. There is no charge for drop-in usage by an individual or group, but when available room use is only guaranteed for one session of one hour per day. This can be extended if the room is available at the end of the first hour (up to a maximum of 4 hours in any one day) but must be vacated immediately if someone else wants to use the room.

4. The room may be used only during the library's regular hours of operation. The room must be cleaned up after use and vacated no more than **five minutes** before closing.
5. Covered drinks are allowed but **no food**.
6. If you have to cancel your reservation ***please*** call ahead of time (at least 24 hours if possible) so that others can use the room. If you do not call to cancel you may be denied use of the room in the future. **The library reserves the right to cancel your reservation in an emergency situation.**
7. No admission fee may be charged for public programs presented at the Library except with the consent of the Library Director.
8. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc. Any publicity for programs open to the public must prominently state:

"THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY"
9. The Library Director is authorized to determine the appropriate use of the room. If you feel that the policy has been applied in a discriminatory manner, an appeal may be made, in writing, to the Library Board of Directors.
10. Use of the Study Rooms may not interfere with the routine business of the library.

RANDOLPH ROOM USAGE POLICY AND BOOKING INFORMATION – Final Version 12/14/15

Ridgefield Library's Randolph Room (Room #208) is available for use for individual and small group study, tutoring, meetings etc. The Randolph Room is located on the upper level of the Library. The room seats 12 around two large conference tables. Any change to this configuration must be approved in advance. There are electrical outlets and wireless Internet access but no other Audio Visual equipment in this room.

The facilities will be made available to the public served by the library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Ridgefield Library.

The primary purpose for the Randolph Room is to accommodate current and future library needs. After these needs have been met the room will be available for advance reservation by calling **203-438-2282 (ext. 11022) between 9 AM and 5 PM, Monday through Friday** (at least one day before the reservation is needed), or by walk up (on a first-come, first-served basis) to the Adult Service Desk on the Upper Level.

Outside groups and individuals may use the Randolph Room under the following conditions:

1. The room is suitable for small groups and **quiet** activities only. Proper behavior must be observed at all times.
2. Advance reservations for the room may be made by any one individual or group up to **twelve** times a year beginning with the first use. Reservations cannot be booked more than **three** months in advance of the date requested. Special scheduling considerations must be approved by the Executive Assistant in conjunction with the Library Director.
3. **Fees:**
 - a. Non-profit groups may use the room free of charge. The room can be reserved in advance for a maximum of 4 hours in any one day.
 - b. For profit organizations and individuals who are using the room for commercial benefit will be **charged \$20 per hour** (or part of an hour) to reserve the room in advance. The room can be reserved in advance for a maximum of 4 hours in any one day. Please make checks payable to The Ridgefield Library or pay by cash. Payment must be made prior to using the room. No credit cards are accepted for payment
 - c. There is no charge for drop-in usage by an individual or group, but room use is only guaranteed for one hour. This can be extended if the room is available at the end of the first hour (up to a maximum of 4 hours in any one day) but must be vacated immediately if someone else wants to use the room.
4. The rooms may be used only during the library's regular hours of operation.
5. Covered drinks are allowed but **no food**.
6. The rooms must be cleaned up after use and vacated at least **five minutes** before closing.

7. If you have to cancel your reservation *please* call ahead of time (at least 24 hours if possible) so that others can use the room. If you do not call to cancel you may be denied use of the room in the future. **The library reserves the right to cancel your reservation in an emergency situation.**
8. No admission fee may be charged for a public program presented at the Library except with the consent of the Library Director.
9. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc. Any publicity for programs open to the public must prominently state:

“THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY”

10. The Library Director is authorized to determine appropriate use of the room. If you feel that the policy has been applied in a discriminatory manner, an appeal may be made, in writing, to the Library Board of Directors.
11. Use of the Randolph Room may not interfere with the routine business of the library.

3D Printing Policies - Ridgefield Library

- The 3D printer is restricted to use by Ridgefield Library cardholders 12 years of age or older. Those under the age of 18 must be accompanied by an adult.
- Individuals wishing to use the 3D printer are required to go through prescribed training by library staff or volunteers.
- Users of the 3D printer are responsible for their own safety and must sign a Liability Waiver before their first use of the printer.
- Ridgefield cardholders can reserve time on the 3D printer during available hours; if there are no advance reservations, usage is on first-come, first-served basis.
- Print projects are restricted to 2 hours. (Users can petition for extended usage to be reviewed by the library staff.)
- Currently, there is no charge to Ridgefield Library cardholders for use of the 3D printer, but it is anticipated that a fee may be charged in the future to cover the cost of materials and other expenses.
- The Ridgefield Library cannot be responsible for content, accuracy, completeness of the nature of information found on the Internet, nor be responsible for the use of the Internet by its patrons.
- Individuals may not use the equipment for any inappropriate or unlawful activity including the use of material protected by intellectual property laws. Equipment cannot be used to create items that can be construed as unsafe, harmful, dangerous, offensive, illegal or posing an immediate threat to the well-being of others or that are otherwise inappropriate for the Library environment.
- The Library reserves the right to refuse any request to use the 3D printer.
- The Library is not responsible for equipment or files left behind; and to ensure privacy, it is the responsibility of individuals to delete and/or remove any of their digital files from library equipment. To save files, users must provide their own external storage device or media.
- Any work saved on the Library's computers will be deleted at the end of the day and cannot be recovered.
- Users will be held responsible for any equipment that is determined to be permanently damaged due to their negligence or for any equipment that is removed from the library and will be subject to charges to repair or replace the item(s).