

GUIDELINES FOR RENTAL OF LIBRARY SPACE

The Ridgewood Public Library is dedicated to providing information, education, culture, and inspiration to its community and encourages lifelong learning through the enjoyment of books, programs and resources in a variety of formats. To further those goals, the Ridgewood Public Library Board of Trustees is pleased to offer the rental of the Auditorium and Art Studio to organizations for meetings which have community participants. Please note that Library activities and functions have priority.

Permission granted to use a library meeting room in no way constitutes endorsement by the Library of the policies or beliefs of any individual, group or organization.

Regulations

1. The Ridgewood Public Library, the Village of Ridgewood and their agents and employees shall not be held responsible for any injury to persons or loss or damage to personal property that may arise as a result of or during the use of the premises. Further, certificates of insurance naming the Library and the Village of Ridgewood, as an additional insured may be required.
2. The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations, e.g. facilities for the hearing impaired.
3. The Library reserves the right to review and consider each prospective use, its needs and purpose, including, but not limited to, aspects such as safety, security and management on the Library site, to determine whether the use satisfies the Ridgewood Public Library Meeting Room Guidelines.
4. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
5. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings, or individuals in the building.
6. While the Library Board of Trustees encourages individuals, groups and organizations to make use of the Library's space, consistent with the Guidelines herein, the Board reserves the right to deny access when it deems appropriate.
7. No organization or group shall use the Library as its official address, except *the Library Board of Trustees, The Ridgewood Library Public Foundation, The Friends of the Ridgewood Library, and The Ridgewood Public Library Foundation*.
8. Storage of goods by organizations meeting at the Library cannot be accommodated.
9. Publicity for your event should not give the impression that the Library is a sponsor. Please provide an information contact for the public from your own organization – please do not give the Library's telephone number.
10. No collections, tuition, sales (except for regular club dues) or other money raising activities may be attached to the meeting rooms, unless approved by the Board of Trustees. Groups may charge attendees for the actual cost of the program or accept voluntary donations for a charitable cause.
11. Children's events must have a minimum of 1 adult supervisor for every 15 children. Supervisors should be present in the room at all times during the event. Groups with members under 18 years of age must have an adult sponsor, who in turn must be present at the meeting.
12. Failure to abide by these rules may result in cancellation or refusal of future reservations.
13. The Ridgewood Public Library permits private rental and use of Library Meeting Rooms, on the condition that the private use/rentals do not disturb public access to the Library and/or to the Library's peaceful environment.
14. The Ridgewood Public Library does not discriminate in making its premises available on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any sensory, mental or physical disability.
15. The Library follows the Village of Ridgewood policy of allowing no demonstrations, rallies, or political fundraising in the (municipal) Library building or on any public property within Ridgewood.
16. Public Library access, operations and services remain of primary importance and must not be disturbed. Rental groups should keep the doors closed, to lessen any noise. See also the Library's *Code of Conduct*.
17. Parking for Library patrons is often insufficient. The Library may limit private rental parking allotments, depending on anticipated competing needs for parking spaces within in the municipal lot. (Past practice has included limiting attendance and requesting that large groups carpool and/or park off site.)
18. The Library does not permit rental groups to stage any "high-publicity" media events, attracting, for example, news vans and video cameras to the Library parking lot and/or building, as this would disturb both Library access and environment.
19. Groups renting Library space must provide information about their publicity plan as well as the size of their intended audience. In advance of distribution, copies of publicity related to events held at the Library must be submitted for approval by the Library.
20. Publicity for non-Library meetings, programs or events to be presented within the Library may not be worded in a manner which could imply Library sponsorship of the group's activities. If a non-Library group circulates publicity (print, online or other) which lists the Ridgewood Public Library, by name and/or address, the following disclaimer must be visibly included in all publicity:

"This Event is not sponsored by the Ridgewood Public Library."

Conduct

1. Please read the Safety Announcement (Page 6) at your event.
2. The conduct of meetings will be respectable and well governed.
3. Excessive noise or use of hazardous materials is prohibited.
4. Smoking and use of alcoholic beverages are not permitted.
5. All groups are responsible for any damages to the meeting areas.
6. All groups are expected to leave the room clean and as they found it.
7. An additional custodial maintenance fee will be assessed to any group who fails to leave the facility in satisfactory condition.

Hours

Meetings and events shall be held between the following hours:

Monday-Thursday	9:30 AM - 8:45 PM
Friday	9:30 AM - 5:45 PM
Saturday	9:30 AM - 4:45 PM
Sunday	1:30 PM - 4:45 PM

- For after-hours events, please see special pricing below.
- Due to limited parking and the need to keep the shared Village parking lot accessible to Village Hall and Library patrons of all ages, rentals for more than 40 attendees may not be accommodated on weekdays during the hours of 9-4:30 pm.

Capacity

1. Maximum seating capacity with all chairs set up in rows is 160.
2. The maximum seating with chairs at tables is 48, with 6 seats at 8 tables.
3. *Parking capacity is limited.* If over 50 participants are expected to attend your event, **please encourage carpooling.** The Library parking lot must remain accessible to library patrons of all ages and Village Hall visitors during auditorium rentals.

Reservations

1. Meeting rooms may be scheduled for no more than one year in advance. Meeting rooms cannot be reserved by any one organization on a weekly basis. A "special use" permit will be considered to allow for limited consecutive weekly dates.
2. Approved reservations will be accepted on a first-come, first-serve basis as indicated above, upon receipt of the completed application and payment.
3. Be sure to provide complete, detailed information about room setup at the time of reservation. Please do not change room set-ups within two weeks of your event.
4. The Library shall be notified of cancellations at least 10 days before the scheduled meeting for rental organization to receive a refund. In any event of cancellation, the Library will retain a \$25 administrative fee.

Fee Schedule

Full payment is required at time of application. The date will be considered open until payment is received. Please make checks payable to the Ridgewood Public Library. The fee to be paid for the use of the meeting room will be established according to the classification of organization and the selected meeting area. *Auditorium is rented for two-hour minimum.* Please refer to the chart below:

Maximum Seating Capacity:

Auditorium Complete	Auditorium Front Section	Auditorium Rear Section or Art Studio
160	80	30

Type of Organization:	Time Increment	Auditorium Complete	Auditorium Front Section	Auditorium Rear Section or Art Studio
(A) Official RDW Agencies, Boards or Committees		No Charge	No Charge	No Charge
(B) Ridgewood-Based Non-Profit (Tax-exempt) Organizations	First 2 Hours	\$110	\$80	\$50
	Per hour thereof	\$50	\$35	\$25
(C) All Other Non-Profit Organizations	First 2 Hours	\$160	\$105	\$80
	Per hour thereof	\$70	\$45	\$35
(D) All other Meetings & Events	First 2 Hours	\$220	\$155	\$125
	Per hour thereof	\$105	\$70	\$55

Note: Rehearsals available at a cost of \$50 per hour - including piano, exclusively with rental of Complete Auditorium at regular rates.

Special Equipment Rental:

Projection System for TV/DVD/CR/DATA w/9'x12'screen \$75	Sound System	
Laptop Setup \$50 additional	CD Player \$35	
	Wireless Microphone \$35	
	Standing Microphone \$35	Piano \$150

*Special equipment Rental will not be provided **unless secured at time of rental.***

Please Note: We reserve the rooms based on your completed rental application and trust that you will honor the **Starting and End Times** that you provided on the application and that you will not stay longer than the period for which you reserved and paid.

We ask any group or individual renting one of our meeting rooms at the library not overstay their rental periods. Thank you.

After Hours Events

Please contact Administration to discuss rentals to be held when the library is closed.

Charge for the full auditorium and lobby space for a four-hour rental is \$1,000.

Refreshments - The Library Café

The *Library Café* is available for refreshment service through ***the Ridgewood Culinary Studio***.

The Library encourages the use of The Library Café's service for all Library events requiring catering. A percentage of proceeds will benefit the Library.

To schedule full catering and/or coffee service for your event through the Library Café, you may contact **Nanci Gregory @ 201-906-0863 or Jo Marie Quinn @ 201-370-0177**

Café hours of operation are as follows:

Monday-Thursday	9:30 am - 5:30 pm
Friday and Saturday	9:30 am - 4:00 pm
Sunday	1:00 pm - 4:00 pm

**Catering for evening events can be accommodated.*

SAFETY ANNOUNCEMENT—REQUIRED BY LAW

Please read this message to the occupants of each event held in the Ridgewood Library Auditorium & Arts Studio prior to your program start. *Announcement is posted in each room.*

Ladies and Gentlemen:

In the interest of safety I would ask you to note the position of and access to exits from this room.

Arts Studio: There are two (2) exits from this room.

Auditorium: There are three (3) exits from this room.

Please point to each room exit.

In the event of an emergency please walk quickly to the nearest exit and make your way outside following the red-illuminated Fire Exit signs and the instructions of staff members.

Do not delay and do not return unless and until you are advised that it is safe to do so.

Now please enjoy yourself in comfort and in safety. *Thank you!*

LIBRARY SPACE RENTAL CHECKLIST

- Please read and review the Guidelines for Rental of Library Space and complete **APPLICATION FORMS FOR RENTAL OF LIBRARY SPACE**.
- Complete **HOLD HARMLESS AGREEMENT** Form.
- The library reserves rooms only with completed rental applications and full payment.
- No less than 2 WEEKS prior to the event:

All entities organized under the laws of the State of New Jersey (or any other State) must furnish a **GENERAL LIABILITY INSURANCE CERTIFICATE** naming the Library and the Village of Ridgewood as additional insured for the particular rental using exact specifications as stated in the Hold Harmless Agreement. Contact insurance carrier (or special event insurance carrier) to obtain certificate.

Ridgewood Public Library
HOLD HARMLESS AGREEMENT

Between the Ridgewood Public Library and _____
(Name of Organization using facility)

Address: _____

Telephone and Cell Numbers: _____

Type of Organization:

- Individual Partnership Corporation
 Public Entity Non-Profit Corporation

In consideration of the use of _____, on
(Location in Library to be used)

The following dates _____ for the purpose of

The undersigned agrees to indemnify, hold harmless and provide a defense to the Ridgewood Public Library and the Village of Ridgewood and their officers, agents and employees from any and all liability, claims, costs, and/or attorney's fees arising out of the use of the property referred to above.

We understand that this Hold Harmless Agreement also requires that the Ridgewood Public Library and the Village of Ridgewood be indemnified from and defended against any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event referred to herein. **Unless waived in writing by the Ridgewood Public Library and the Village of Ridgewood, we agree to furnish the Ridgewood Public Library in advance of the event date a Certificate of Insurance specifically naming the Ridgewood Public Library and the Village of Ridgewood as an additional insured.** The Certificate will provide general liability coverage including bodily injury, property damage, and personal injury with minimal limits of liability not less than \$1,000,000, \$2,000,000 aggregate. In order to induce the Ridgewood Public Library and the Village of Ridgewood to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished on the Application for Use of Library Space.

The person signing the Agreement on behalf of the named organization has the authority to do so as set forth on the attached special meeting of the organization so designating.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The Ridgewood Public Library reserves the right to cancel or interrupt the event if the representations set forth in the original Application are not satisfied, found to be inaccurate, or are not adhered to, or if the Ridgewood Public Library or the Village of Ridgewood determines that the event may lead to a circumstance or situation that would result in personal injury, property damage or violation of law.

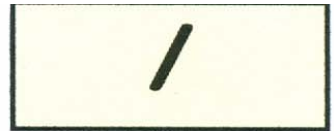
Signed the _____ day of _____, 20____, as the binding act in deed of

(Name of organization using facility)

Authorized Signature: _____

Print Authorized Name and Title: _____

Application for Rental of Library Space



Before completing this form, please read attached Library Rental Guidelines and complete all requested information. Due to scheduling constraints and Library operations, it is important that you reserve enough time for all aspects of your event.

Please Indicate the Room you wish to Rent: **Auditorium** **Art Studio** p.1

Program Date: _____ **Day of the Week:** _____

Event Actual Start Time: _____ **am/pm** **Actual End Time:** _____ **am/pm**

Arrival Time for Set-up: _____ **Departure Time after Take-down:** _____

**Purpose/
Type of Program:** _____

Organization: _____

Address: _____

City _____ **State & Zip** _____

Contact 1: _____ **Contact 2:** _____

Phone: Day: _____ **Phone: Day:** _____

Night: _____ **Night:** _____

Email: _____ **Email:** _____

ROOM SETUP

Estimated # of Attendees: _____ Open to the Public? **Yes** **No** Admittance Charge: **Yes** **No**
 Please Specify Amount: \$ _____

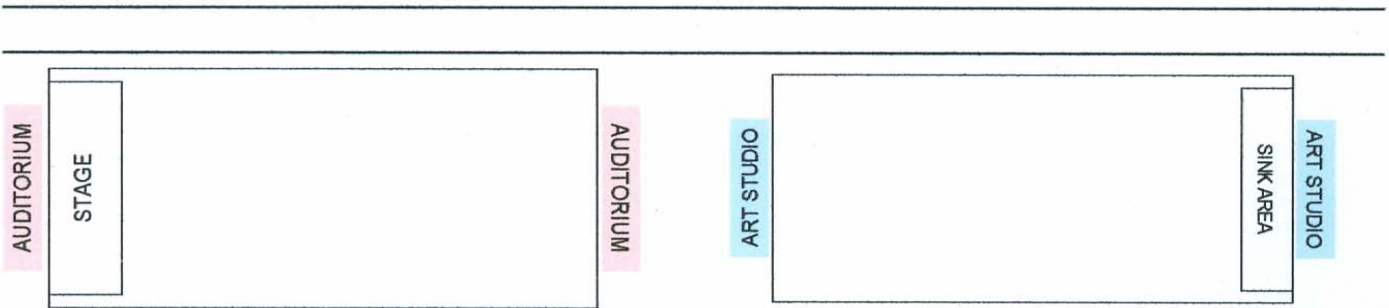
Furniture Setup:	Special Equipment Rental: (Please see rental fees in back of form)		
YES QTY	Projection System		Sound System
Chairs _____	YES		YES
Tables _____	TV _____		CD Player _____
Rugs _____	DVD/Video _____		Wireless Microphone _____
Podium _____	Laptop Setup _____		Standing Microphone _____
The furniture setup is included in rental price.	Piano	Yes No	

For Children's Programs (Under 18): Age Range _____ Number of Supervising Adults _____

Refreshments **Yes** **No** Please Describe: _____

Is Library's Café Vendor Catering for your event? **Yes** **No** Library Café (201)906-0863 or (201)370-0177

Important: Include SPECIAL REQUESTS / SKETCH BELOW FOR LAYOUT OF CHAIRS/TABLES



Application for Rental of Library Space

Organization: _____

RENTAL FEES

Maximum Seating Capacity:	Full Auditorium	Auditorium Front Section	Auditorium Rear Section or Art Studio
	160	80	30

Type of Organization:	Time Increment	Full Auditorium	Auditorium Front Section	Rear Section or Art Studio	Auditorium Rehearsals
(A) Official RDW Agencies, Boards or Committees		No Charge	No Charge	No Charge	No Charge
(B) Ridgewood-Based Non-Profit (Tax-exempt) Organizations	First 2 Hours	\$110	\$80	\$50	\$50/Hour (Piano included)
	Per hour thereof	\$50	\$35	\$25	
(C) All Other Non-Profit Organizations	First 2 Hours	\$160	\$105	\$80	\$50/Hour (Piano included)
	Per hour thereof	\$70	\$45	\$35	
(D) All other Meetings & Events	First 2 Hours	\$220	\$155	\$125	\$50/Hour (Piano included)
	Per hour thereof	\$105	\$70	\$55	

Special Equipment Rental:	Projection System	Laptop Setup	Microphones, CD	Piano
	\$75	\$50	\$35 each	\$150

Type of Organization	Hours (Including Extra Time)	Rental Fee	Special Equipment	Total Fee
(A) (B) (C) (D) (Please circle appropriate)				

If requested use is granted, we hereby agree to comply strictly with the Library's Rental Guidelines.

 Signature of Applicant

 Today's Date

Authorization to use the Library's Meeting Room Facilities does not imply Library endorsement, approval or sponsorship to any individual, group or activity.

Payment Received	
Date:	_____
Amount: \$	_____
By:	_____