

Ridgewood Public Library

GUIDELINES FOR RENTAL OF LIBRARY ROOMS

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 Library Board of Trustees welcomes individuals, groups and organizations to rent and utilize selected rooms within the Library, consistent with the Guidelines below.

Rental/use of Ridgewood Library rooms in no way constitutes Library endorsement of the policies or beliefs of any individual, group or organization which rents or uses rooms in the Library.

Library activities and functions have priority use of all spaces.

Regulations

Permitted Activities

1. The Ridgewood Public Library permits private rental and use of selected Library 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.
2. Ridgewood Public Library access, operations and services are of primary importance and must not be disturbed.
3. Groups should keep the doors closed during programs, to lessen any noise. (See also Library Rules *of Conduct*.)
4. 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.
5. The sponsoring organization/individual is responsible for the provision of any specific non-facility ADA required accommodations, e.g. special assistive technology.

Limitations

1. The Library Board of Trustees reserves the right to deny access to Room Rentals as the Board deems necessary.
2. Appeals regarding Room Rental denials may be made in writing to the Library Board of Trustees. The decision of the Board of Trustees will be final.
3. The Library reserves the right to limit any organization's frequency of Room Rental use or duration of meeting/event.
4. The Library follows the Village of Ridgewood policy of allowing no demonstrations, rallies, or political fundraising in public buildings or on any public property within Ridgewood.
5. Rental events for more than 40 people may not be accommodated on weekdays between 9 am-4:30 pm due to limited parking and the need to preserve resident access to Ridgewood's Village Hall and Public Library.
6. The Library does not permit outside groups to stage any "high-profile" media events, attracting, for example, news vans and video cameras to the Library building or parking lot; such events disturb Library access and environment.
7. The Library reserves the right to cancel or relocate any scheduled meeting, if circumstances warrant.
8. Use of the premises may be terminated at any time if the conduct of any group member or guest is disruptive to Library services, or abusive or dangerous to the Library building, property, materials, furnishings, visitors or staff.
9. No money-raising event may be conducted in Library unless approved by the Board of Trustees. Groups may charge attendees only for the actual cost of the program or accept voluntary donations for a charitable cause.
10. Storage of goods cannot be accommodated.
11. Any infraction of these guidelines may result in the loss of Library Room Rental privileges.

Liability

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 occur as a result of use of Library premises by outside groups.
2. Certificates of insurance naming the Library and the Village of Ridgewood as additional insured are required.
3. The Library reserves the right to review and consider each prospective use, its needs and purpose, including but not limited to such aspects as safety, security and management on the Library site.

Publicity

1. Groups renting Library space must provide information about their overall publicity plan as well as the size of their intended audience.
2. Proposed printed or online publicity intended to advertise private events to be held at the Library must be submitted to the Library for approval, in advance of distribution,
3. Each rental organization must provide their own contact information on any publicity
4. The Library's telephone number may not be used in any publicity for events sponsored by outside groups.
5. No organization or group shall use the Library as its official address. Exceptions are: *The Ridgewood Public Library Board of Trustees, The Friends of the Ridgewood Library, and The Ridgewood Public Library Foundation.*
6. Publicity for rental/outside meetings or events to be held at the Library may not imply Library sponsorship.
7. In any publicity (print, online or other) which lists the Ridgewood Public Library by name and/or address, the following **disclaimer** must be included and easily visible:

This Event Is Not Sponsored by the Ridgewood Public Library.

Ridgewood Public Library

Children's/Young Adult Events

1. Events with attendees under 18 years of age are considered Youth Events. An adult sponsor (age 18 or older) complete and sign the application.
2. Youth 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.

Conduct & Supervision

1. Please read the Safety Announcement (Page 4) at your event.
2. The conduct of meetings and events must be respectable and well governed.
3. All groups are expected to leave the room clean and as they found it.
4. Excessive noise or use of hazardous materials is prohibited.
5. Smoking is not permitted.
6. Use of alcoholic beverages is not permitted, unless an exception is made by the Library Board and Village Manager.
7. Rental groups/individuals are responsible for any damages to the Library areas used, and will be invoiced for any necessary repairs or extra cleaning, through an additional maintenance fee.

Failure to abide by these rules may result in cancellation or refusal of future reservations.

Capacity/Maximum Seating for Guests

Auditorium:

- 160 people If all chairs are set up in rows
- 48 people If 8 tables are set up, each table with 6 seats.

Art Studio:

- 30 people Either 30 chairs in rows or 5 tables with 6 seats at each.

Parking

1. Ridgewood municipal parking – priority is access for residents visiting Village Hall & the Library.
2. Rental events for more than 40 guests may not be scheduled on weekdays, 9 am-4:30 pm, due to limited parking.
3. The Library may also limit the number of municipal parking spaces available to rental groups at any time, based on competing needs for parking.
4. Groups of 20 or more - please ask your members to carpool and/or park off-site.
5. You may find additional parking in these areas:
 1. Street parking is available along N. Maple Avenue in front of the Library.
 2. Graydon North and South Parking Lots are located 1 block behind the Library, across Veterans' Field. The Graydon lots can be entered from Linwood Avenue, near the intersection of Linwood Avenue and Northern Parkway. (Please see map on page 7).

Hours Available:

Standard Hours: Meetings and events may be scheduled at standard rates between these 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

After Hours : Auditorium & Lobby may be rented Friday, Saturday & Sunday evenings.

Friday, Saturday, Sunday 5:30 PM – 9:30 PM Please see pricing schedule.

Reservations

1. Library rooms may be scheduled up to one year in advance. Rooms cannot be reserved by any one organization on a weekly basis. A "special use" permit will be considered for limited exceptions.
2. Reservations will be considered upon receipt of the completed application and payment, then approved based on Library criteria and confirmed, according to date and time submitted (first-come, first-serve basis)
3. Complete information must be provided regarding Room setup at the time of reservation, and may not be changed within 48 hours of the event. The Library must be notified of cancellations at least 10 days before the scheduled rental to issue a refund. In any cancellation, the Library will retain a \$25 administrative fee.

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<u>Standard Library Hours</u>	
Mon. - Thurs.	9:30am-8:45pm
Fridays	9:30am-5:45pm
Saturdays	9:30am-4:45pm
Sundays	1:30pm-4:45pm

Room Rental Rates – Standard Library Hours

		Auditorium Complete*	Auditorium Front Section**	Auditorium Rear Section OR Art Studio***
Seating Capacity		160	80	30
Type of Organization:	Time Increment			
(A)	Official Village of Ridgewood Agencies & Boards	No Charge	No Charge	No Charge
(B)	Ridgewood Public School Special Exhibits/Events	Subject to availability	No Charge	No Charge
(C)	Ridgewood-Based Non-Profit (Tax-exempt) Organizations	First 2 Hours	\$110	\$80
		Each additional hour	\$50	\$35
(D)	Other Non-Profit (Tax-exempt) Organizations	First 2 Hours	\$160	\$105
		Each additional hour	\$70	\$45
(E)	All other Meetings & Events	First 2 Hours	\$220	\$155
		Each additional hour	\$105	\$70

Event Rehearsals: May be arranged at a discounted cost of \$50 per hour - including piano, *exclusively with rental of complete auditorium at standard or weekend rates.*

Room Rental Rates - After Hours Friday, Saturday & Sunday Evenings, 5:30 – 9:30 pm

Friday Evenings – Special Discounts for Cultural Programs & Recitals

After Hours rentals offer four hours private use of Auditorium, Lobby & Rest Rooms

Type of Organization:	Friday Evening	Saturday or Sunday Evening
Ridgewood Non-Profit	\$500	\$1000
Ridgewood Private Business (e.g., music school *)	\$550	\$1000
All Other Organizations	\$600	\$1000

* Piano & sound system may be rented for an additional fee; No projection system.

Ridgewood Public Library

Rental Rates – Special Equipment

Rental of Special Equipment must be arranged *at time of rental reservation*.

Sound System	Grand Piano	Projection System *
IPod/CD/Cassette Player \$35	\$150	TV/DVD/VCR/DATA \$75
Microphone (Wireless or Standing) \$35		Toshiba Projector & Wide Screen Viewing Screen 9' high x 12' wide
		Your Laptop Setup \$50 additional

PROJECTION SYSTEM IS AVAILABLE during Standard Hours

**We regret we do not presently have technical staff available after-hours.*

Refreshments - The Library Café

The Café offers coffee & tea, cold drinks, home-baked goods, fresh fruit salad, pizza and wraps during the following standard hours of operation:

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

Catering for evening events can also be arranged. The Library recommends Library Café catering services, from "just coffee" to complete luncheons and more, for all special events held in the Library. A percentage of all proceeds will benefit the Library.

Our **Library Café** is glad to offer catered refreshment service.

To schedule full catering and/or coffee service through the Library Café, please contact **Library Café** operators Nanci Gregory @ 201-906-0863 or Jo Marie Quinn @ 201-370-0177. The Café operators also own and operate the **Ridgewood Culinary Studio**.

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: Point out the two (2) exits

Auditorium: Point out the three (3) exits

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

Do not delay and do not re-enter the Library unless you are advised that it is safe to do so.

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

Ridgewood Public Library

LIBRARY SPACE RENTAL CHECKLIST - Please

- Read all Guidelines for Rental of Library Space
- Complete the 2-page **APPLICATION FOR RENTAL OF LIBRARY SPACE**.
- Complete the **HOLD HARMLESS AGREEMENT** Form.
- Furnish a **GENERAL LIABILITY INSURANCE CERTIFICATE** (see below)
- Deliver or mail the completed Rental Application, with Full Payment, to the Library's Administrative Secretary Carrie Gonzalez, 201-670-5600, ext 120. Checks should be payable to the Ridgewood Public Library.
- Application must be submitted no less than 2 WEEKS prior to the event:
- **GENERAL LIABILITY INSURANCE CERTIFICATE** - All entities organized under the laws of the State of New Jersey (or any other State) must name the Library and the Village of Ridgewood as additional insured for the particular rental, using exact specifications as stated in the attached Hold Harmless Agreement (See page 6).

Contact insurance carrier (or special event carrier) to obtain certificate.

Local small business operators may inquire about fee-based coverage through Library

Ridgewood Public Library

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.

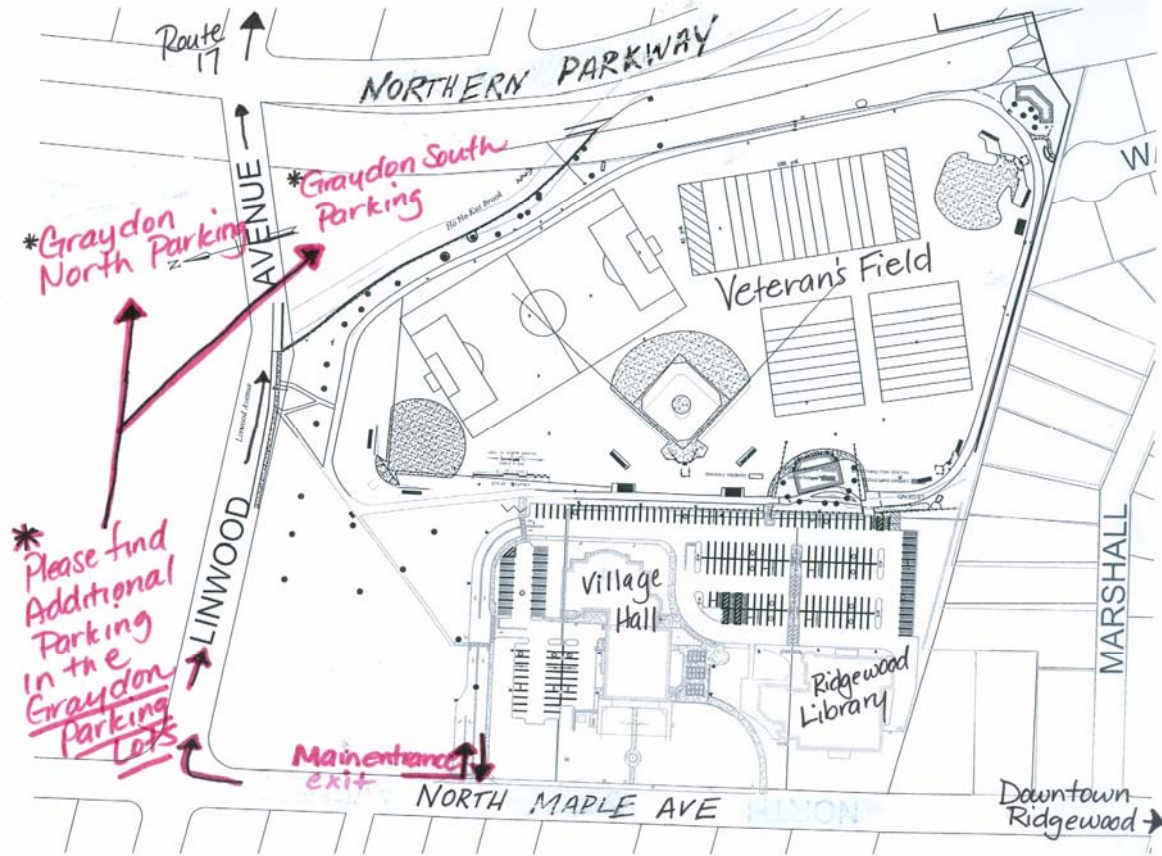
Signed the ____ day of _____, 20____, as the binding act in deed of

(Name of organization using facility)

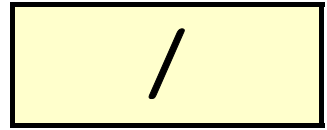
Authorized Signature: _____

Print Authorized Name and Title: _____

Ridgewood Public Library



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: \$ _____

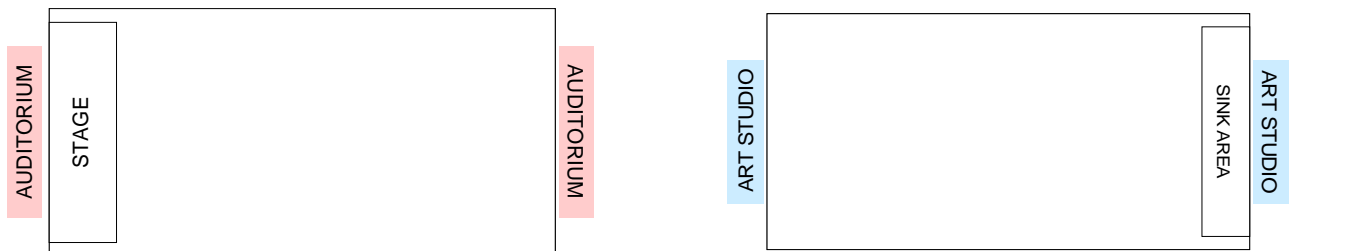
Furniture Setup:			Special Equipment Rental: (Please see rental fees in back of form)			
	YES	QTY	Projection System		Sound System	
Chairs	_____	_____		YES		YES
Tables	_____	_____	TV	_____	CD Player	_____
Rugs	_____	_____	DVD/Video	_____	Wireless Microphone	_____
Podium	_____	_____	Laptop Setup	_____	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

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 Public School Groups of Committees	Subject to limited availability as per Library Director's discretion	No Charge	No Charge	No Charge	No Charge
(C) Ridgewood-Based Non-Profit (Tax-exempt) Organizations	First 2 Hours	\$110	\$80	\$50	\$50/Hour (Piano included)
	Per hour thereof	\$50	\$35	\$25	
(D) All Other Non-Profit Organizations	First 2 Hours	\$160	\$105	\$80	\$50/Hour (Piano included)
	Per hour thereof	\$70	\$45	\$35	
(E) 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 <i>each</i>	\$150	

Type of Organization	Hours (Including Extra Time)	Rental Fee	Special Equipment	Total Fee
(A) (B) (C) (D) (E) (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: _____