

Ridgewood Public Library

GUIDELINES FOR RENTAL OF LIBRARY ROOMS/AREAS

Library Mission

The Ridgewood Public Library is dedicated to providing information, education, culture and inspiration. We encourage our community to pursue lifelong learning and the enjoyment of books, programs and resources in a variety of formats. We strive to offer the best possible library materials, staff, technology and facility, with ready and equal access for residents of all ages. *Library Board of Trustees, 1995.*

The Library Board welcomes individuals, community groups and charitable and commercial organizations to utilize selected Library rooms and areas, as available, on fee-per-use basis as described on page 3.

Private Rental/Use of Ridgewood Library rooms does not constitute Library endorsement of any policies or beliefs of any individual, group or organization which rents or uses rooms in the Library.

The Ridgewood Public Library is referred to as *the Library* in the text of this document.

Conducting Private/Commercial Business on Public Library Premises

The Ridgewood Library and its public areas are maintained to serve residents who visit to read and borrow library materials, attend Library cultural and educational programs, conduct research with support from Library staff, and utilize library resources and technologies. Students of all ages are encouraged to study quietly.

It is critical to the Library's mission that community residents are able to enjoy undisturbed use of Library public areas. Public areas are not available for private business transactions or meetings. The Library cannot be used as a temporary or permanent office for anyone not formally authorized as a current Library employee or volunteer.

The Library also recognizes interest from individuals and organizations who seek rooms or areas where they may conduct private/commercial business activities, including client or organization meetings, presentations, solicitations or sales of goods or services, interviews, paid tutoring, training, and other activities.

To address this interest while respecting the needs of the entire Library community, the Library offers short-term rental of specific rooms, as available, for private/commercial business use. Rates are summarized below. The Library has also designated a new Private Business Center (PBC) especially for 2-person meetings.

Beginning January 17, 2011, all private business operators who want workspace on Library premises shall either:

- Rent a private room as per the Library's Room Rental Policy (rates summarized on Page 3), *OR*
- Register at the Reference Desk to purchase a day or monthly pass for table space in the Private Business Center.

All private business meetings held on Library premises must meet mandated municipal insurance standards & regulations.

Anyone observed conducting private/commercial business in the Library's public areas will be asked to utilize designated areas.

Those who do not comply with the Library's policies are asked to leave the premises.

Regulations See also Library Rules *of Conduct*.

Permitted Activities

1. The Library's peaceful environment and cultural and educational activities remain of primary importance.
2. The Library permits private rental and use of selected Library Rooms and Areas, provided that
 - a. The Rooms/Areas are not needed for Library programs, and that
 - b. Access to the Library facility and its services will be undisturbed.
3. The Library does not discriminate 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, in choosing to make its premises available
4. Each sponsoring organization/individual is responsible for providing needed ADA accommodations, e.g. special assistive technologies, which are not readily available as a service of the Library.
5. To lessen outside noise, rental groups shall keep doors closed while their programs are in progress.

Limitations

1. Rental/Use of all Library Rooms and Areas is controlled under the authority of the Library Board of Trustees. The Board reserves the right to permit or deny any Rental proposal and may limit an Event's frequency, duration or attendance, in the interest of the Library.
2. The Library reserves the right to cancel or relocate any scheduled meeting, if circumstances warrant.

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3. The Library may limit or deny rentals for larger groups (40 or more in attendance) during weekdays 9am – 4:40 pm or on certain weekends or evenings, due to parking limitations and the need to preserve resident access to the Library and Village Hall.
4. The Library follows Village of Ridgewood Policy in denying the right of any group or individual to hold demonstrations, rallies or do any political fundraising on Ridgewood public property or in Ridgewood public buildings.
5. The Library does not permit outside groups to stage any "high-profile" media events, e.g. those which may attract news vans & cameras to the Library building and/or parking lot; such events disturb Library access and environment.
6. The Library may terminate any Rental Event with no refund if conduct of any Rental Group member or guest is disruptive or potentially harmful to any Library visitors or staff, or to the Library facility or to Library property.
7. Rental groups may charge attendees for an Event's actual cost, or may accept voluntary donations for a charitable cause.
8. Other Fee-based Events or Fundraisers may be conducted in Library only if approved in advance by the Board of Trustees.
9. Storage of goods cannot be accommodated.
10. Any infraction of these guidelines may result in the loss of Library Room Rental privileges.
11. **Written Appeals regarding Rental issues will be reviewed by the Library Board of Trustees; their decision will be final.**

Liability

1. The Ridgewood Public Library, the Village of Ridgewood, their agents and employees shall not be held responsible for any personal injury or personal property loss or damage, which may result during or due to Library use by a non-Library group.
2. Certificates of insurance are required and must name both the Library and the Village of Ridgewood as additional insured.
3. The Library reserves the right to review details of each proposed Event, including but not limited to such aspects as Event safety, security and management, and may amend or deny any proposed use.

Publicity for Private Events and Rentals at the Library

1. Groups renting space at the Library space must provide their overall publicity plan and as well as the size of intended audience.
2. Proposed print advertisements or invitations, or related online publicity, must be submitted in advance to the Library for approval.
3. Publicity for private events may not imply Library sponsorship.
4. Any publicity (print, online, other) which lists the Ridgewood Public Library name and/or address, must also include the following **easily visible disclaimer** : ***This Event Is Not Sponsored by the Ridgewood Public Library.***
5. Publicity must include the rental organization's own contact information, and may not include Library telephone numbers.
6. The only organizations which may cite the Library's address as their own, are: *The Ridgewood Public Library Board of Trustees, The Friends of the Ridgewood Library, and The Ridgewood Public Library Foundation.*

Conduct & Supervision – All Events

1. Please read the Safety Announcement (Page 4) at your event.
2. 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. Prohibited at all times: Excessive noise, use of hazardous or illegal materials, and smoking
5. Alcoholic beverages are not permitted, unless by special advance exception by both the Library Board and Village Manager.
6. Rental groups/individuals are responsible for any damages to the Library facility or property in Rental Areas used, and agree to pay costs for any extra cleaning or repairs necessary after their Event, through an additional maintenance fee.

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

Children's/Young Adult Events

1. Youth Events (with attendees under 18 years old) must have an adult sponsor complete and sign the application.
2. During Youth Events, at least one (1) adult supervisor for every 15 children must be present in the room at all time.

Guest Capacity/Maximum Seating per event/individual meeting

Auditorium:

- 160: All chairs in rows or
- 48: 8 tables, with 6 seats at each.

Art Studio:

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

Conference Room:

- 12: 12 chairs around large conference table

Private Business Center

- 2: Table seating for up to 10 pairs

Ridgewood Room:

- 16 : 6 leather armchairs & (if needed) 10 standard chairs

Tech Training Center:

- 8: 8 seated workstations, 1 instructor standing

Story Tower

- 20: Circular wood bench; & (if needed) small table with chairs

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Parking

1. Ridgewood municipal parking – Resident priority to access Village Hall & the Library.
2. Groups of 20 or more - please ask your members to carpool and/or park off-site.
3. The Library may limit Rental Group use of municipal parking spaces at any time, based on competing parking priorities.
4. Additional parking may be found in these areas:
 1. Street parking along N. Maple Avenue in front of the Library.
 2. Graydon North and South Parking Lots, located 1 block behind the Library, across Veterans' Field. Both Graydon lots can be entered from Linwood Avenue, near Linwood Ave/ Northern Parkway intersection Parkway. (Please see map on page 7).

Hours

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

Before or 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.

Room Rental Rates – Standard Library Hours

<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

Ridgewood Library ROOM RENTALS	<u>Media</u>	All Inclusive	Multi-Media Capable + Wireless Internet				Wireless Internet		
	<u>Room</u>	Computer Center***	Auditorium Complete*	Auditorium Front Section	Art Studio	Conference Room	Ridgewood Tower Room	Story Tower	Private Business Center**
<u>Seating Capacity</u>	8 + 1 instructor	160	80	30	12	16	20	8 pairs	
<u>Organization Type</u>	<u>Time Period</u>								
A Official RW Agencies Boards, Public Schools		Subject to availability; No Fee							
B RW-Based Non-Profit Tax-exempt Organization	First 2 Hours	\$90	\$110	\$80	\$65	\$50	\$40	\$40	TBD
	Each extra hr	\$40	\$50	\$35	\$30	\$25	\$20	\$20	
C Non-Profit Tax-exempt Organization	First 2 Hours	\$130	\$160	\$115	\$90	\$75	\$55	\$55	TBD
	Each extra hr	\$65	\$75	\$55	\$45	\$35	\$25	\$25	
D Private/Other Meetings & Events	First 2 Hours	\$175	\$220	\$155	\$125	\$100	\$75	\$75	TBD
	Each extra hr	\$80	\$105	\$75	\$60	\$50	\$35	\$35	

*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.*

**Please visit the Reference Desk to apply for/purchase a table pass.

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***Computer Center

- 9 MAC/PC workstations (8 Seated Student, plus 1 Standing Instructor)
 - New Apple iMacs with 21" screens run latest Macintosh OSX and Windows XP, through the Parallels program.
 - High-definition projector connected to Instructor station; can be controlled by a 72" smart board, which functions as a touch screen pointing device from the large projected image.
 - Computers print to a high-speed networked Color Laser Multi-function printer.
 - Software includes: Firefox, Adobe Reader, and Flash, Microsoft Office Professional 2007 for Windows, and Microsoft Office Professional 2008 for Mac.
 - Additional software cannot be installed.
 - Saved files and any changes made to the software will be automatically removed upon next system restart.

Rental Rates for Multi-Media & Special Equipment

Auditorium available during standard hours	Art Studio	Conference Room
TV/DVD/VCR/DATA \$75 Toshiba Projector & Wide Screen Viewing Screen 9' high x 12' wide Your laptop Setup additional \$50 Microphone (Wireless or Standing) \$35 Grand Piano \$150	Display screen with data ports (TV cable, Internet, video games), connected to your laptop \$50	Display screen, digital projector connected to your laptop \$40
Wireless Internet Access Available		

Rental for Multi-Media and Special Equipment must be arranged *at time of rental reservation*.

We regret that technical staff is not presently available after-hours.

Discounts

Discounts may apply for bulk rental arrangements; For details, please call Carrie Gonzalez at 201-670-5600 ext 120.

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.

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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!*

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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.

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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.

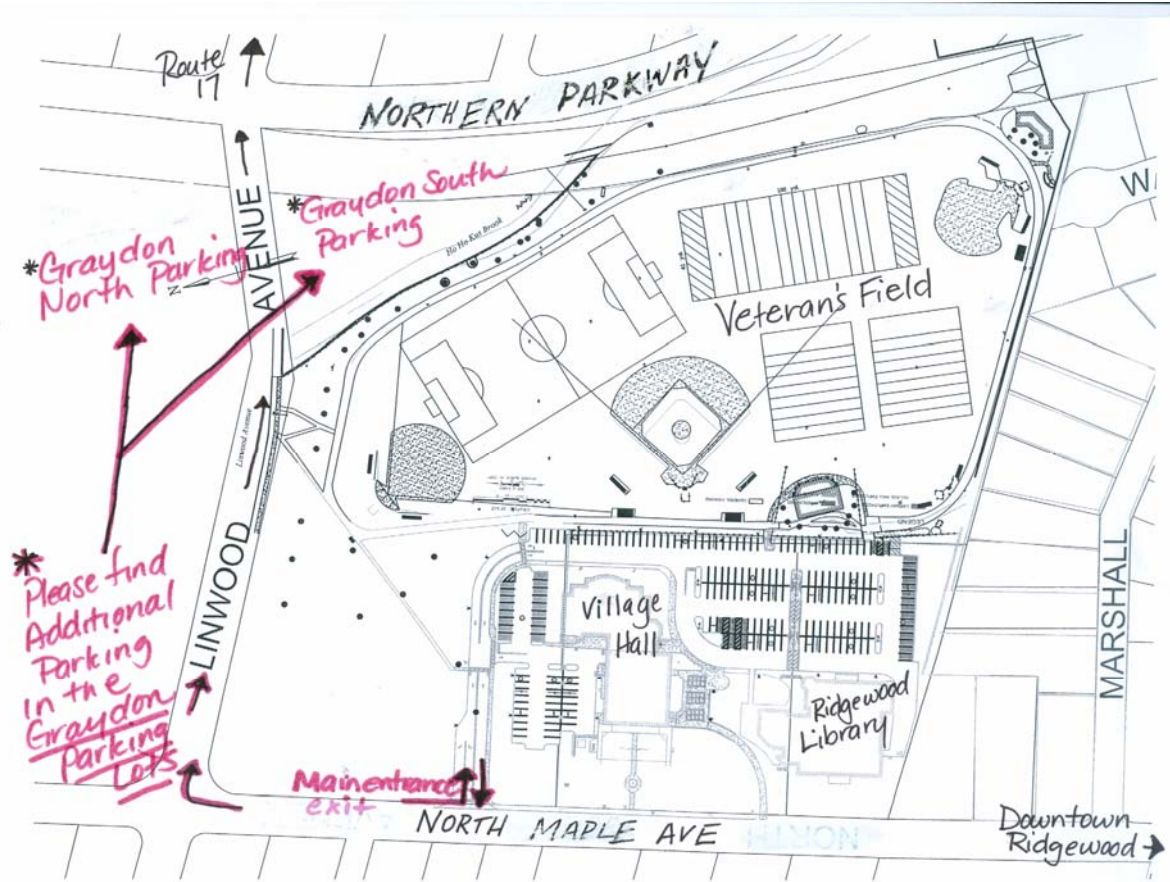
The Ridgewood Public Library reserves the right to cancel or interrupt the event if the representations set forth in the original Application are not satisfied, found to be inaccurate, or are not adhered to, or if the Ridgewood Public Library or the Village of Ridgewood determines that the event may 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)

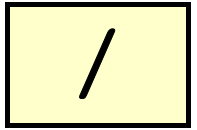
Authorized Signature: _____

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. **Private Business Center - Please visit the Reference Desk to apply for/purchase a table pass.**

Please Indicate Rm Rental: **Auditorium** **Art Studio** **Conference Rm** **Ridgewood Rm** **Story Tower** **Tech Training Ctr**

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: \$ _____

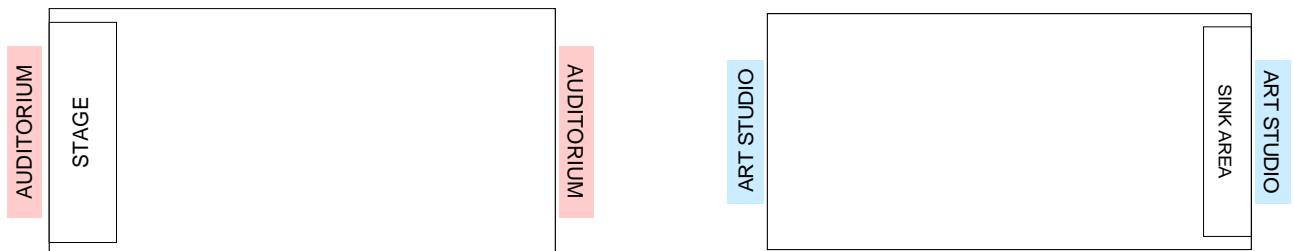
Furniture Setup:	Special Equipment Rental: (Please see rental fees in back of form)																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">YES</th> <th style="width: 15%;">QTY</th> </tr> </thead> <tbody> <tr> <td>Chairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Tables</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Rugs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Podium</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>The furniture setup is included in rental price.</p>		YES	QTY	Chairs	_____	_____	Tables	_____	_____	Rugs	_____	_____	Podium	_____	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Projection System</th> </tr> </thead> <tbody> <tr> <td>TV</td> <td style="text-align: center;">YES _____</td> </tr> <tr> <td>DVD/Video</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Laptop Setup</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>	Projection System		TV	YES _____	DVD/Video	_____	Laptop Setup	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Sound System</th> </tr> <tr> <th></th> <th style="text-align: center;">YES NO</th> </tr> </thead> <tbody> <tr> <td>CD Player</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Microphone (Wireless or Standing)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Digital Cameras</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>	Sound System			YES NO	CD Player	_____	Microphone (Wireless or Standing)	_____	Digital Cameras	_____
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	_____	_____																																	

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

Ridgewood Public Library 125 N. Maple Ave., Ridgewood, NJ 07450
 Attn: Carrie, Administration Dept. Phone: 201-670-5600 ext 120 Fax: 201-670-0293

Ridgewood Library ROOM RENTALS		Media	All Inclusive	Multi-Media Capable + Wireless Internet				Wireless Internet		
Room		Computer Center	Auditorium Complete	Auditorium Front Section	Art Studio	Conference Room	Ridgewood Tower Room	Story Tower	Private Business Center *	
Seating Capacity		8 + 1 instructor	160	80	30	12	16	20	8 pairs	
Organization Type	Time Period									
A Official RW Agencies Boards, Public Schools		Subject to availability; No Fee								
B RW-Based Non-Profit Tax-exempt Organization	First 2 Hours	\$90	\$110	\$80	\$65	\$50	\$40	\$40		
	Each extra hr	\$40	\$50	\$35	\$30	\$25	\$20	\$20	TBD	
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	Each extra hr	\$80	\$105	\$75	\$60	\$50	\$35	\$35	TBD	

Special Equipment Rental:	TV/DVD/DATA Toshiba Projector & Wide Screen 9' x 12'	Laptop Setup	Microphones, CD	Piano
	\$75	\$50	\$35	\$150

*** Please visit the Reference Desk to apply for/purchase a table pass**

Organization Name: _____

Type of Organization	Total Hours Needed (including setup time/take-down)	Room Rental Fee	Equipment Fee	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: _____

Date Received:
Date: _____
Amount: _____
By: _____

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