

THE RIDGEWOOD PUBLIC LIBRARY

125 N. Maple Avenue, Ridgewood, NJ 07450

www.ridgewoodlibrary.org

Tel: 201-670-5600, ext 130

Fax: 201-670-0293

POLICY STATEMENT

Conducting Private/Commercial Business on Public Library Premises

The Ridgewood Public 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.

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 March 1, 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 below), *OR*
- Register at the Reference Desk to purchase a Pass for table space in the Private Business Center.
 - PBC Table Passes may be purchased by any interested party, including Private Business Operators, their clients, or any individual who wishes to engage space for a two-person meeting.

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

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	RW 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	Subject to availability; No Fee
	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	
	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	\$10 per day \$50 per month
	Each extra hr	\$80	\$105	\$75	\$60	\$50	\$35	\$35	

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.