

# RIDGEFIELD LIBRARY MEETING ROOM APPLICATION

TODAY'S DATE \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

PURPOSE OF FUNCTION \_\_\_\_\_

PRESIDENT'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

REQUESTING RESERVATION FOR:

DATE \_\_\_\_\_

SCHEDULED ACTIVITY \_\_\_\_\_

MEETING TIME START \_\_\_\_\_ MEETING TIME END \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING \_\_\_\_\_ REFRESHMENTS: YES \_\_\_\_\_ NO \_\_\_\_\_

Please sign the following statement:

I have read and understand the policy and rules governing the Ridgefield Free Public Library Room.

\_\_\_\_\_  
Signature

## MEETING ROOM RULES AND REGULATIONS

**The needs of the Ridgefield Free Public Library, Ridgefield Borough Council, and official Borough boards supersede any group's privilege to use the Meeting Room.** Use is permitted with this understanding. The Library may cancel or amend the length of any reservation according to its discretion for reasons, including, but not limited to, unsafe conditions or failure of necessary equipment; substitution of Library or Municipal activity for other; or improper use of this facility or a similar facility in the area on a prior occasion.

**Written requests** for use of the Meeting Room must be presented to the Director, on forms provided by the Library, at least TWO WEEKS (and no more than FOUR WEEKS) in advance of the proposed use. Exceptions may be allowed for special circumstances upon approval of Director. No standing meetings will be accepted. i.e. Each meeting must be separately booked. Permission may be subject to Board approval.

The Library's Meeting room is available to Ridgefield certified **non-profit community groups of a civic, cultural, charitable or educational nature.** The room may not be used for political or religious meetings when the point of view is sectarian or partisan, or for the benefit of private individuals. Use by other groups is subject to approval by the Director for a fee approved by the Board, unless the proposed meeting is for a library-sponsored program. At least **sixty (60%) percent of the membership** of the requesting organization must be **residents** of Ridgefield. **Children's groups** using the Meeting Room will need **one supervising adult for every 10 children** in attendance. Occupancy not to exceed posted maximum. The Board of Trustees will need to review and approve any meeting room use where items are to be sold or fees charged.

Use of the Meeting Room must take place during the Library's **regularly scheduled business hours.** By **15 minutes before closing,** the room must be cleaned (left in the same condition as upon entry) and vacant. Each group is responsible for setting up and putting away all chairs, tables and equipment. **Specific limitations regarding use of the room** include: no alcoholic beverages; no defacing of the walls, ceiling or floor by use of tape, glue, thumb-tacks, nails, etc.; no use of paint within the room; no alterations to the building or electrical systems; and, no storage of supplies at the library. Any programs presented must be at a noise level appropriate to a library. The Director may terminate a program and the Board of Trustees will deny future permission to use the room to any group that is disorderly, fails to clean up adequately, causes damage to the room or otherwise fails to abide by the rules and regulations contained herein.

**Notice shall be posted** on the Meeting Room door of the name of the organization. Any member of the Library staff or member of the Board of Trustees shall have **full and free access** at all times to the Meeting Room. It is Library policy that a staff member will periodically walk through all meetings.

At the commencement of each meeting, a representative from the organization using the Meeting Room will **announce** to the group assembled the **proper way to exit the building during a fire drill or emergency situation.** The emergency exit from the meeting room is at the front of the building and leads directly to the parking lot.

Permission to use the Meeting Room **does not, in any way, constitute endorsement** of any particular organization's policies or beliefs. Opinions expressed are not necessarily representative of the Library or its officers.

The **organization** using the room **assumes responsibility** for the conduct of the participants and also **assumes any liability** for personal property or other **damages.** If **custodial services** are deemed necessary after a meeting, the organization will be billed for those services. The organization/sponsor agrees to **indemnify** and save the Ridgefield Free Public Library and the Borough of Ridgefield, their trustees, officers, employees and agents harmless from any and all losses and expenses resulting from the organization's use of the Meeting Room by its members/guests.

The **Trustees of the Ridgefield Free Public Library** reserve the **right** to amend the foregoing regulations at any time; to limit the number and frequency of meetings; and, to deny or withdraw from an organization or persons the privilege of using the room, all within their discretion.

Approved 03/27/07