



# Ridgefield Library

472 Main Street Ridgefield, CT 06877 (203) 438-2282

## DAYTON PROGRAM ROOM RENTAL POLICY AND SCHEDULE OF FEES

### Library-sponsored or Town Agency Program

Room, kitchen, and audiovisual equipment      Free

### Non-profit organizations:

Ridgefield resident:	\$15/hour or any portion thereof
Non-resident:	\$30/hour or any portion thereof
Kitchen Use	\$15
Audio-Visual Equipment Use	\$10 (plus refundable \$100 deposit on a separate check)

### Profit organizations:

Ridgefield resident:	\$25/hour or any portion thereof
Non-resident:	\$50/hour or any portion thereof
Kitchen Use	\$15
Audio-Visual Equipment Use	\$20 (plus refundable \$100 deposit on a separate check)

You will be sent a bill if your rental time exceeds the already established fee arrangement.

### ROOM SPECIFICATIONS

Dimensions: 29' x 37' (1073 square feet including foyer and kitchen)

Seating: The legal capacity for the number of people in the Dayton Program Room at any one time is 75 with tables and chairs and 150 without tables and the renter agrees never to exceed these numbers. However the room comfortably accommodates 60 chairs, theatre-style, with one 9' table in back of the room.

Kitchen: Microwave oven, refrigerator, three coffee pot carafes (one 90-cup, one 30-cup and one 10-cup), pitchers, dishes, utensils, stove, and oven. You must supply your own paper goods (cups, plates, napkins) and coffee, tea, milk, sugar, etc. You must leave kitchen clean and in good order. Library staff will empty the garbage.

Audiovisual: Full-sized screen from ceiling, DVD player, VCR with front speakers, overhead projector, slide projector, LCD and computer hook-up with Internet and sound capability, 16mm film capacity, room darkening shades, podium with microphone.

The room is carpeted with a raised stage at the front and has a separate entrance. It is also equipped with a baby grand piano. Coat rack and rest rooms are in the foyer.

I have read and agree to the above. Signed \_\_\_\_\_ on \_\_\_\_\_

## DAYTON PROGRAM ROOM RENTAL POLICY

The Charles Dayton Memorial Program Room (DPR) has been constructed by private contributions and funds from a State Grant as a public service. All programs should reflect the educational, cultural, social, and recreational role the Ridgefield Library plays in our community.

The facilities will be made available to the public served by the library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Ridgefield Library.

The primary purpose for the program room is to accommodate current and future library programming needs. After these needs have been met the room will be available for rental in the following order of priorities:

1. Programs sponsored by agencies of town government or other town supported organizations
2. Non-profit organizations
3. Other organizations

Outside groups and individuals may use the DPR under the following conditions:

1. Any one group may reserve the room for meetings up to **twelve** times a year beginning with the first rental. Rentals cannot be booked more than three months in advance of the date requested. Special scheduling considerations must be approved by the Program Director in conjunction with the Library Director.
2. The room may be used only during the library's regular hours of operation (Monday, Wednesday, Friday, 10–6; Tuesday, Thursday, 10–9; Saturday, 9–5; Sunday, 1–5 [except during summer hours]). Under special circumstances use during other times may be agreed to by the Program Director.
3. The room must be cleaned up and vacated five minutes before closing. For all-day events, we strongly encourage your group to park in the library's lower-level parking lot.
4. Library-sponsored and Town Agency program use is free. Other users will be charged a fee to cover operation costs. See Schedule of Fees.
5. A completed application and applicable fee must be received at least fourteen (14) days prior to the scheduled event. If the agreed upon rental time exceeds the already established fee arrangement, you will be sent a bill to be paid within thirty days.
6. Cancellations may be made up to seven (7) days prior to the scheduled event. Cancellations made after seven days will result in a forfeiture of the fee. If there is a cancellation on the day of the rental, owing to inclement weather, the event may be rescheduled without any penalty, or else a full refund will be granted to the applicant. **The library reserves the right to cancel in an emergency situation.**
7. Neither admission nor any pre-paid registration fee may be charged for programs held in the Dayton Program Room.
8. Rentals are not permitted for the purpose of promoting a business or for any sales purpose. Renters may not post sign-in sheets, distribute business cards, or engage in any similar effort to solicit business.
9. The room cannot be rented for parties or social functions.

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**DAYTON PROGRAM ROOM RENTAL POLICY (continued)**

10. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc.
11. Public displays will be at the discretion of the library staff. All publicity **materials must be approved to ensure they prominently state:**  
**“THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY”**
12. The group using the room must designate a point person responsible for the proper use of the room in accordance with guidelines, who must be in attendance at the event.
13. At the discretion of the Library Director the group renting may be asked to provide proof of liability insurance.
14. Groups using the room are responsible for leaving the room and kitchen in good order, and for removing any food and beverages after the event. Library will dispose of garbage.
15. Applicant is responsible for reimbursement for damages to building, equipment, or contents incurred while his/her group is using the facilities. It is agreed that the Ridgefield Library shall not be held responsible for claims of damage or liability arising from such usage.
16. Standard room set up will be handled by Library staff provided **two-week** notice is given. Please discuss room set up with the Program Director to ensure equipment is available, and indicate on the application how you would like the room set up. Short-notice set up requests will be considered at the Program Director’s discretion.
17. The library is not responsible for equipment, supplies, exhibit materials, or other items owned by a group or individual and used in the Library.
18. The library’s audio-visual equipment may be used with advanced permission. A use fee will be charged, and \$100 deposit, on a separate check, is also required. Advanced training in use of any audio-visual equipment is strongly recommended, and is available by appointment.
19. The renter agrees to obtain the relevant licensing permission when showing a film, playing music or presenting other copyright material.
20. Juvenile or young adult (18 and under) groups may use the room only when adult supervision is provided.
21. The Adult Programming Director, in consultation with the Library Director, is authorized to determine appropriate use of the room. In case of denial, an appeal may be made, in writing, to the Library Board of Directors.
22. Alcohol is prohibited except as waived by the Library Director by applying for permission one month in advance. Smoking is never permitted in the Dayton Program Room, or anywhere else in the library.
23. Use of the DPR may not interfere with the routine business of the library.

I have read and agree to the above. Signed \_\_\_\_\_ on \_\_\_\_\_