

## HISTORY ROOM USAGE POLICY AND APPLICATION FORM

Ridgefield Library's History Room is available for use for individual and small group study, tutoring, meetings etc. The room seats 12 to 15 around a large conference table. Any change to this configuration must be approved in advance. Because of the historic nature of the room **no food or drinks** are allowed. There is a large portable screen in the room and two electric outlets but no Audio Visual equipment.

The History Room is located upstairs in the library. Take the stairs or elevator to level 2 and take a left. The librarian at the Fiction Desk will unlock the door for you and switch on the light. The light is an old-fashioned one and takes a few minutes to warm up!

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 History Room is to accommodate current and future library needs. After these needs have been met the room will be available for advance reservation by calling 203-438-2282 (ext. 1022) **between 9 AM and 5 PM, Monday through Friday**, or by walk up (on a first-come, first-served basis) to the Fiction Desk upstairs in the Library.

### Outside groups and individuals may use the History Room under the following conditions:

1. The room is suitable for small groups and **quiet** activities only. Proper behavior must be observed at all times.
2. Advance reservations for the room may be made by any one group up to **twelve** times a year beginning with the first use. Reservations 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.
3. **Fees:**
  - a. Non-profit groups may use the room free of charge.
  - b. For profit organizations and individuals who are using the room for commercial benefit will be charged \$10 per hour (or part of an hour) to reserve the room in advance.
  - c. There is no charge for drop-in usage.
4. 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]). The room must be cleaned up and vacated **five minutes** before closing.
5. If you have to cancel your reservation *please* call ahead of time so that others can use the room. If you do not call to cancel you may be denied use of the room in the future. **The library reserves the right to cancel your reservation in an emergency situation.**
6. No admission fee may be charged for public programs presented at the Library except with the consent of the Library Director.

7. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc. Any publicity for programs open to the public must prominently state:

**“THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY”**

8. The Library Director is authorized to determine appropriate use of the room. If you feel that the policy has been applied in a discriminatory manner, an appeal may be made, in writing, to the Library Board of Directors.
9. Use of the History Room may not interfere with the routine business of the library.

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### APPLICATION FORM FOR ADVANCE RESERVATION OF THE HISTORY ROOM

Please complete this form if you would like to reserve the History Room in advance and you have a business or are deriving economic benefit from the use of the room. This includes business meetings, paid tutoring, etc.

Name of Organization or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_ Projected Attendance: \_\_\_\_\_

Fee (\$10 per hour or part of an hour): \_\_\_\_\_

Please make checks payable to The Ridgefield Library or call 203-438-2282 (ext. 1022) to pay by credit card. Cash, check or credit card payments can also be made at the Library by visiting the Administration Office on the second floor between 9 AM and 5 PM, Monday through Friday.

I have read the above guidelines and agree to abide by them. *Person signing below must be in attendance at the event.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_