

DAYTON PROGRAM ROOM RENTAL FEES, POLICY & APPLICATION FORM

SCHEDULE OF FEES:

Library-sponsored or Town Agency Program

Room, kitchen, and audiovisual equipment Free

Non-profit organizations

Ridgefield resident:	\$25 hour or any portion thereof
Non-resident:	\$40 hour or any portion thereof
If you are bringing food or drinks into the room or wish to use the kitchen	\$20
Audio-Visual Equipment Use	\$10 (plus refundable \$100 deposit on separate check)
Use of room outside normal Library hours	Additional \$25 fee

Profit organizations

Ridgefield resident:	\$40 hour or any portion thereof
Non-resident:	\$60 hour or any portion thereof
If you are bringing food or drinks into the room or wish to use the kitchen	\$20
Audio-Visual Equipment Use	\$10 (plus refundable \$100 deposit on separate check)
Use of room outside normal Library hours	Additional \$25 fee

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), stove, small oven and dishwasher. You must supply your own table cloths, 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.

Other: 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 _____

CHARLES DAYTON PROGRAM ROOM 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 Executive Assistant 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 Executive Assistant. An extra fee of \$25 will be charged for rentals outside of normal business hours
3. The room must be cleaned up and vacated five minutes before closing.
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 may be charged and no services or products may be sold without the consent of the Executive Assistant or the Library Director.

I have read and agree to the above. Signed _____ on _____

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. Public displays will be at the discretion of the library staff.
9. The room cannot be rented for parties or social functions.
10. Groups providing public programs must acknowledge their sponsorship in any advertisement, including flyers, posters, press releases, radio releases, mailings, etc. All publicity materials must be approved to ensure they *prominently* state:

“THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY”
11. 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.
12. At the discretion of the Library Director the group renting may be asked to provide proof of liability insurance.
13. 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.
14. 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.
15. Standard room set up will be handled by Library staff provided **two-week** notice is given. Please discuss room set up with the Executive Assistant 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 Executive Assistant’s discretion.
16. The library is not responsible for equipment, supplies, exhibit materials, or other items owned by a group or individual and used in the Library.
17. 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.
18. The renter agrees to obtain the relevant licensing permission when showing a film, playing music or presenting other copyright material.
19. Juveniles or young adults (18 & under) may use the room only when adult supervision is provided.
20. **Alcohol is prohibited** except as waived by the written permission of the Library Director. Please apply for permission one month in advance. Proof of liquor liability insurance may be requested. Smoking is never permitted in the Dayton Program Room, or anywhere else in the library.
21. Use of the DPR may not interfere with the routine business of the library.

I have read and agree to the above. Signed _____ on _____

22. The Executive Assistant, 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.

DAYTON PROGRAM ROOM RENTAL APPLICATION FORM:

Requests for use of the Program Room must be made using this application two weeks prior to the date the room is needed. Send completed applications to the above address, attention Dayton Program Room Reservations.

Name of Organization or Individual: _____ **Non-profit? Y / N**

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Purpose: _____

Date: _____ **Time: (from)** _____ **(to)** _____ **Projected Attendance:** _____

The room is set up theater style with seating for 60 people, with one 9-foot tables in the rear, and one table in the foyer. If you would like the room set up differently, please specify:

Will you be bringing food or drinks into the Library or using the kitchen? Y / N (\$20 Fee)
Indicated AV equipment needed _____

Please refer to the attached schedule of fees to determine the amount of your check. The Library must receive your check and completed application at least two weeks before your event.

NEITHER ADMISSION NOR ANY REGISTRATION FEE MAY BE CHARGED FOR THIS EVENT WITHOUT THE CONSENT OF THE LIBRARY DIRECTOR. ALL PUBLICITY FOR PUBLIC PROGRAMS MUST CLEARLY STATE "THIS IS NOT A LIBRARY SPONSORED EVENT."

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

Name (Please Print): _____

Signature: _____ **Date:** _____

Amount enclosed: _____ (Room rental plus any additional fees. See Schedule of Fees on page 1.)
Make checks payable to the Ridgefield Library. If using the Audio Visual equipment, please enclose a separate \$100 deposit check.

I have read and agree to the above. Signed _____ **on** _____