



# Ridgefield Library

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

## **HISTORY ROOM USAGE POLICY**

Ridgefield Library's History Room is available for use for individual and small group study, tutoring, meetings etc. The room seats up to 12 around a large conference table. Any change to this configuration must be approved in advance. The Ridgefield Library currently does not charge for the use of this room. This is, of course, subject to change at the direction of the Library Board. 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 AV 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 by advance reservation by calling the Program Dept. at 438-2282 (1013) 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. 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.

## **HISTORY ROOM USAGE POLICY (continued)**

4. 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.**
5. No admission fee may be charged for public programs presented at the Library. 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”**
6. The Adult Programming Director, in consultation with 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.
7. Use of the History Room may not interfere with the routine business of the library.