

## **RANDOLPH ROOM USAGE POLICY AND APPLICATION FORM**

Ridgefield Library's Randolph Room (Room #208) is available for use for individual and small group study, tutoring, meetings etc. The Randolph Room is located on the upper level of the Library. The room seats 12 around two large conference tables. Any change to this configuration must be approved in advance. There are electrical outlets and wireless Internet access but no other Audio Visual equipment in this room.

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 Randolph 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 Adult Service Desk on the upper level in the Library.

### **Outside groups and individuals may use the Randolph 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 **one** month in advance of the date requested. Special scheduling considerations must be approved by the Executive Assistant.
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 \$20 per hour (or part of an hour) to reserve the room in advance.
  - c. There is no charge for drop-in usage but the room can only be used for 2 hours at a time. This can be extended if the room is available at the end of that time period.
4. The rooms may be used only during the library's regular hours of operation.
5. Covered drinks are allowed but **no food**.
6. The rooms must be cleaned up after use and vacated at least **five minutes** before closing.
7. If you have to cancel your reservation **please** call ahead of time (at least 24 hours if possible) 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.**
8. No admission fee may be charged for a public program presented at the Library except with the consent of the Library Director.
9. 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”**

10. 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.
11. Use of the Randolph Room may not interfere with the routine business of the library.

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**APPLICATION FORM FOR ADVANCE RESERVATION OF THE RANDOLPH ROOM**

Please complete this form if you would like to reserve the Randolph Room in advance

**Name of Organization and Individual:** \_\_\_\_\_

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

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

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

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

Are you a business or are deriving economic benefit from the use of the room? This includes business meetings, paid tutoring, etc. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ (If “yes” a \$20 fee per hour or part thereof will be due)

**Fee Randolph Room (\$20 per hour or part of an hour):** \_\_\_\_\_ **hours @ \$20 per 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 at 472 Main St., Ridgefield, CT 06877 on the Upper Level between 9 AM and 5 PM, Monday through Friday. Payment must be made at least 3 days in advance.

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

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