

## **STUDY ROOM POLICY AND APPLICATION FORM**

Ridgefield Library's Study Rooms are available for use for individual and small group study, tutoring, meetings etc. The rooms seat between 2 and 4 people around a small table. There are electrical outlets and wireless Internet is available.

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.

Study Rooms are located throughout the Library. Several are 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 Services Desk for rooms on the upper level and the Circulation Desk for rooms on the main level.

### **Outside groups and individuals may use the Study Rooms under the following conditions:**

1. The rooms are 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 **four** weeks in advance of the date requested. Special scheduling considerations must be approved by the Executive Assistant in conjunction with the Library Director.
3. **Fees:**
  - a. Non-profit groups and individuals may use the rooms free of charge.
  - b. To reserve a room in advance, for profit organizations and individuals who are using the room for commercial benefit will be charged \$10 per hour (or part of an hour) for the smaller 2-person rooms and \$15 (or part of an hour) for the larger 4-person study rooms.
  - c. There is no charge for drop-in usage but the room can only be used for 1 hours at a time. This can be extended if the room is available at the end of that time period.
4. The room may be used only during the library's regular hours of operation. The room must be cleaned up after use and vacated no more than **five minutes** before closing.
5. Covered drinks are allowed but **no food**.
6. 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.**
7. No admission fee may be charged for public programs presented at the Library except with the consent of the Library Director.
8. 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"**

- 9. The Library Director is authorized to determine the 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.
- 10. Use of the Study Rooms may not interfere with the routine business of the library.

**APPLICATION FORM FOR ADVANCE RESERVATION OF THE STUDY ROOMS**

Please complete this form if you would like to reserve any of the Study Rooms in advance. Study Rooms are located throughout the Library. Several are available for advance reservation by calling **203-438-2282 (ext. 1022) between 9 AM and 5 PM, Monday through Friday**

**Name of Organization or 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 fee per hour or part thereof will be due)

**Fee for study room with 2 chairs (\$10 per hour or part of an hour):** \_\_\_\_hours @ \$10 per hour = \_\_\_\_\_

**Fee for study room with 4 chairs (\$15 per hour or part of an hour):** \_\_\_\_hours @ \$15 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 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:** \_\_\_\_\_