

DESCRIPTION OF LIBRARY PROGRAM, BOARD & STUDY ROOMS

The Ridgefield Library has two program rooms (the main program room and the Dayton Program Room) and a kitchen located on the lower level of the Library. On the upper level of the Library there is a Board Room (the Randolph Room) that seats 12 around a large table. There are also several small study rooms that seat 2 – 6 people on the main and upper levels that can be reserved in advance or used on a drop-in basis. For information call 203-438-2282 or visit www.ridgefieldlibrary.org.

Lower Level

Main Program (Room 005)

Seating and Set-up

Standard set-up:

Theater style with 120 chairs
6' rectangular table at back of the room

Alternative set-ups

Café style: eight 6' rectangular tables with 6 chairs around each table
Meeting style: eight 6' rectangular tables pushed together with 30 chairs around **Note:**
Any unusual or labor-intensive set ups will require an additional set-up fee:

Audio Visual Equipment

Full-sized screen, overhead projector DVD player, LCD computer hook-up with wireless Internet and sound capability, podium with microphone

Other

Assistive listening capabilities, baby grand piano, raised stage, carpeted floor, room divider to adjoined program room

Dayton Program Room (Room 007)

Seating and Set-up

Standard set-up

Meeting style: chairs around a 6' rectangular tables in a large square

Alternative set-ups

Theater style: chairs set up theater style to seat 50
Café style: eight 6' tables with 6 chairs around each

Note: Any unusual or labor-intensive set ups will require an additional set-up fee:

Audio Visual Equipment

Interactive white board, overhead projector with computer hook-up, wireless Internet.

Combined Rooms

The program rooms described above are separated by a dividing wall that can be opened to combine both spaces.

Seating and Set-up

Standard set-up consists of 120 chairs theater style in larger program room area and 30 chairs around tables in the Dayton Program Room area

Alternative set-ups

Theater Style: chairs set up to seat 200

Kitchen – (Room 009)

Description: There is no stove for cooking food but there are 4 warming ovens, 3 microwaves, a large refrigerator, a dishwasher, sink, two 55 cup coffee pot carafes, and an 8-cup electric kettle. Renter must supply own table cloths, paper goods (cups, plates, napkins), coffee, tea, milk, sugar, etc., and leave the kitchen in clean order. Library Staff will empty the garbage.

Upper Level

Randolph Room – (Room 208)

Seating and Set-up

Standard set-up consists of 12 chairs around a large conference table.

Audio Visual Equipment

There is no AV equipment in this room. There is wireless Internet access and electrical outlets are available.

Main and Upper Levels

Study Rooms

The Library has five study rooms on the upper level and two on the main level. Some of these can be reserved in advance and some are for drop-in use only. When not in use the rooms can be used for drop-in for a maximum of 1 hour or until the next reservation is due up to 4 hours.

Main Level

Available for advance reservation:

Study Room A105 – seats 4

Drop in only:

Study Room A111 – seats 4 (for use by children only)

Upper Level

Available for advance reservation:

Study Room 213 – seats 6

Study Room 226– seats 4

Study Room 232 – seats 4

Drop-in only:

Study Room 212 – seats 6

Study Room 225 - seats 4