

GUIDELINES FOR RIDGEFIELD LIBRARY STUDY ROOM USE

The Library's **six** study rooms can accommodate 4-6 people and are available for individual and small group use on a **same day drop-in** or **advance reservation basis**.

This does not apply to Study Room 111 located in the Lodewick Children's Library.
Contact the Children's Services department for more information at (203) 438-2282 x203

- **Covered beverages are allowed in Study Rooms (no food, please)**
- **Lights must remain on in the room due to safety concerns. Please see staff for other accommodations, if necessary.**

SAME DAY DROP-IN

- **One hour** guaranteed (when room available)
- **Four hour** maximum per group/individual
- **Limit of one session per day**
- **No fee**

ADVANCE RESERVATIONS

Advance reservations are recommended if more than one hour is needed or if a specific date and time is needed.

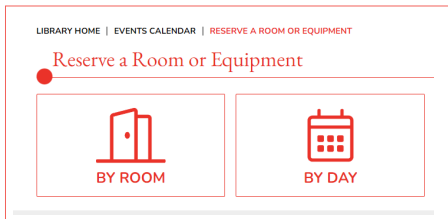
- Reservations can be made online on our website **at least 24 hours in advance** but **no more than four weeks** in advance.
- **Maximum of four hours** per day per group/individual. One session per day.
- Limit of **12 advance reservations per 12-month period** beginning with the first use.
- Phone inquiries can be made by calling the Adult Services desk at (203) 438-2282 x201.
- **Reservations are not confirmed until you receive a confirmation email or phone call.**

ADVANCE RESERVATION FEES

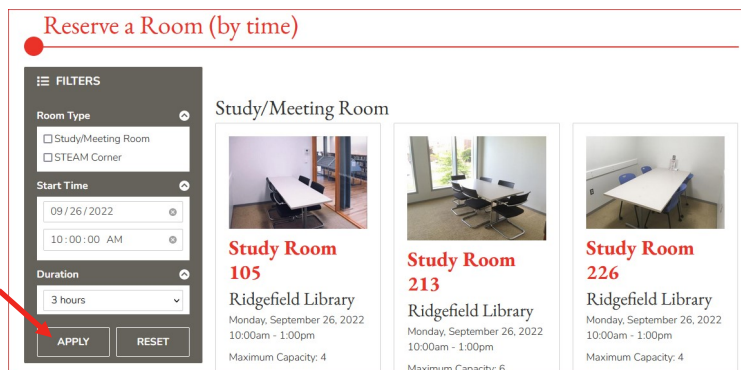
- **Free of charge** for nonprofit use by individuals and groups.
- **Individuals and organizations utilizing the rooms for direct commercial benefit** will be charged \$10 per hour (check or cash only, payable upon arrival).

HOW TO RESERVE A STUDY ROOM ONLINE

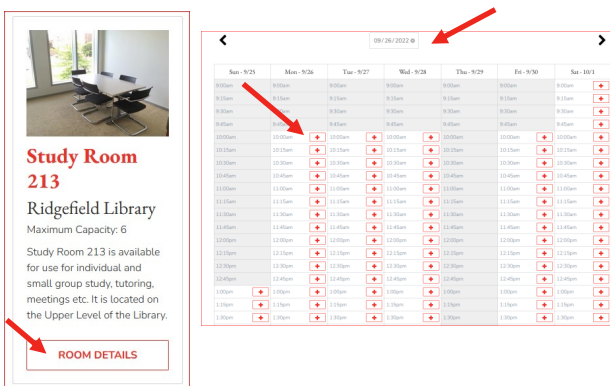
- Start at ridgefieldlibrary.org. Click on **"MENU"** (in the upper right corner) and go to **Services**.
- Click on the down arrow next to **Services** and then select **Reserve a Room**.
- Click on: **"Reserve a Room here"** found at the end of the first sentence on the web page.
- Choose **"BY ROOM"** if you are interested in a particular room or **"BY DAY"** to see which rooms are available for a requested date/time.



- If you choose **"BY DAY,"** you will be able to choose a date and time and be shown available rooms for those parameters after hitting **"APPLY"**:



- If you choose **"BY ROOM"** select the preferred room, click **"ROOM DETAILS,"** scroll down and enter the desired date, and hit **"APPLY"** which appears to the right of the box when the date is entered. You will then see available times for that date indicated by a red & white plus sign.



Please note: Online reservations must be made *24 hours in advance of requested start time*. For example, if you want a reservation for "tomorrow" from 11 am to 2 pm, you must make the reservation before 11 am on the prior day.

- **Once you submit a reservation, your reservation is not approved or confirmed until you receive an email confirmation.**