

## **Ridgefield Library Meeting Room Rental Policy**

The primary purpose of the Ridgefield Library meeting rooms is to accommodate current and future Library programming needs. After these needs have been met the rooms will be available for rental in the following order of priorities:

1. Programs sponsored by agencies of town government or other town supported organizations
2. Local non-profit organizations and individuals
3. Other local organizations and individuals

The Library makes its meeting rooms available to those who reside in Ridgefield and local organizations, subject to the terms and conditions of this Meeting Room Rental Policy and a Meeting Room Rental Use Agreement. This Policy does not apply to the use of Library meeting rooms by the Library itself, or events sponsored or co-sponsored by the Library or the Friends of the Ridgefield Library.

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. All rentals that take place in the Library should reflect the educational, cultural, social and recreational role the Ridgefield Library plays in our community. Rentals should not overlap or duplicate Library programming.

### **Reservations**

A completed application and applicable fee, if any, must be received at least fourteen (14) days prior to the scheduled reservation date. Reservations become final only upon the completion and signing of the Use Agreement. Anyone interested in reserving a meeting room should contact the Library's [Executive Assistant/Facilities Manager](#). The Library may refuse a reservation request if it determines (in its sole discretion) that the proposed use of a meeting facility conflicts with the Library's rules relating to meeting

spaces as set out in the Use Agreement. Cancellations may be made up to seven (7) days prior to the scheduled event. Cancellations made after seven days will result in a forfeiture of the fee. The Library reserves the right to cancel any reservation at any time and for any reason, and will not be responsible for any expenses incurred in connection with a canceled meeting.

## **Use Requirements**

The full [Meeting Room Rental Use Agreement](#) should be read carefully by anyone intending to reserve a room. Failure to comply with the Use Agreement may result in the cancellation of privileges for meeting room use. No exceptions will be made to this Policy and the Use Agreement. Below are a few key provisions from the Use Agreement:

- Use of the rooms may not interfere with the routine business of the Library.
- Neither admission nor any pre-paid registration may be charged and no services or products may be sold without the consent of the Executive Assistant or the Library Director.
- Rentals are not permitted for the purpose of promoting a business or for any sales purpose. Renters may not post sign-in sheets, distribute business cards, or engage in any similar effort to solicit business. Public displays will be at the discretion of the Library Director or designee.
- Rooms cannot be rented for parties or social functions.
- Groups providing public programs must acknowledge their sponsorship in any advertisement or promotion. All publicity materials must be pre-approved by the Executive Assistant on behalf of the Library to ensure they prominently state: "THIS PROGRAM IS NOT SPONSORED BY THE RIDGEFIELD LIBRARY"
- All groups renting the room(s) must provide proof of liability insurance naming the Ridgefield Library as an additional insured; renters coverage must be primary and non-contributory with \$1 million per occurrence and \$2 million aggregate. A waiver may be granted on request.
- Alcohol is prohibited except as waived by the written permission of the Library Director. Please apply for permission one month in advance. Proof of liquor liability insurance is required. Smoking or vaping is never permitted in the

program rooms, or anywhere else in the Library building or on any part of the outside grounds shared by the Library and the Prospector Theater.

- The Executive Assistant, in consultation with the Library Director, is authorized to determine appropriate use of the room. In case of denial, an appeal may be made, in writing, to the Library Board of Directors.

*The Ridgefield Library Board of Directors is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities and grounds.*

*Policy Updated, March 24, 2025, Ridgefield Library Board of Directors*