

Before submitting your application, please make sure to:

- ☐ Read Library Event Space Rental Guidelines and Library Rules of Conduct
- ☐ Complete **(1)Application** and **(2)Hold Harmless Agreement**
- ☐ Furnish a General Liability Insurance Certificate:
All entities organized under the laws of the State of New Jersey (or any other State) must name the Library and the Village of Ridgewood as additional insured for the particular rental, using exact specifications as stated in Hold Harmless Agreement.
- ☐ Enclose an **(3)Application Fee** of \$25. Make check payable to Ridgewood Public Library. Please call 201-670-5600 x 120 for credit card payment method (Visa, Master and Discovery). If the event is to take place within 10 days of application submission, full payment is required.

For inquiries, email: RENTAL@RidgewoodLibrary.org

- ☐ Deliver or mail the completed **(1), (2) & (3)** to: Ridgewood Public Library
Event Space Rental
125 North Maple Avenue
Ridgewood, NJ 07450

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Official use only
Date: _____
Received by: _____

Effective June 1, 2017, a mandatory non-refundable \$25 application fee is required.
Please see Library Event Space Rental Guidelines for details.

PART I: Event Information

Location (circle one): Auditorium | Arts Studio | Conference Rm | Tech Lab | Ridgewood Rm | Story Tower

Date: (day of the week; mm/dd/yyyy) _____ Rental Start/End Time: from _____ to _____

(IMPORTANT: Rental Start/End Time must include setup & take-down time needed)

Event Name: _____

Event Purpose: _____

Lessee Organization/Company: _____ Estimated Number of Attendees: _____

Contact 1: _____ Phone Number: (Office) _____ (Cell) _____

Position/Title: _____ Email Address: _____

Contact 2: _____ Phone Number: (Office) _____ (Cell) _____

Position/Title: _____ Email Address: _____

PART II: Event Setup

Furniture Setup (Please indicate # of each item):

- Chairs (160 available): _____
- Tables (36" x 72"; 12 available): _____
- Tables (30" x 30"; 6 available): _____
- Tables (30" x 72"; 3 available): _____
- Podium: (Yes / No)
- Easels (4 available): _____
- Notepad on easels: (Yes / No)
- Whiteboard on easels: (Yes / No)
(Bring own markers)

Please sketch setup here:

Audio/Visual Equipment (check all needed):

(additional equipment fees apply; see Fees Schedule for details)

- | | | |
|---|--|--|
| ☐ HD Projector (Auditorium) | ☐ HD TV (Arts Studio; 65") | ☐ Video Conferencing System
(Conference Room/Tech Lab) |
| ☐ Projector Screen (Auditorium) | ☐ Digital Overhead Projector | |
| ☐ Projector Screen (Portable; 80") | ☐ DVD Player | ☐ Microphone:
wireless(up to 2): _____
wired(up to 3): _____
lapel(up to 2): _____ |
| ☐ Laptop(s): _____ | ☐ Wireless Presentation Clicker | |
| ☐ iMac(s): _____ | ☐ Wireless Presentation Pointer | |

Hold Harmless Agreement

Between the Ridgewood Public Library and _____ (Name of Organization using facility)

Address: _____ Contact Numbers: _____

Type of Organization: Individual | Partnership | Business | Public Entity | Non-Profit Organization

In consideration of the use of _____ (Location in Library to be used) on the following date(s) _____ for the purpose of _____.

The undersigned agrees to indemnify, hold harmless and provide a defense to the Ridgewood Public Library and the Village of Ridgewood and their officers, agents and employees from any and all liability, claims, costs, and/or attorney's fees arising out of the use of the property referred to above.

We understand that this Hold Harmless Agreement also requires that the Ridgewood Public Library and the Village of Ridgewood be indemnified from and defended against any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event referred to herein. Unless waived in writing by the Ridgewood Public Library and the Village of Ridgewood, we agree to furnish the Ridgewood Public Library in advance of the event date a Certificate of Insurance specifically naming the Ridgewood Public Library and the Village of Ridgewood as an additional insured. The Certificate will provide general liability coverage including bodily injury, property damage, and personal injury with minimal limits of liability not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. In order to induce the Ridgewood Public Library and the Village of Ridgewood to accept this Hold Harmless Agreement, the information concerning the intended use of the premises is furnished on the Event Space Rental Application.

The person signing the Agreement on behalf of the named organization has the authority to do so as set forth on the Event Space Rental Application.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The Ridgewood Public Library reserves the right to cancel or interrupt the event if the representations set forth in the original Application are not satisfied, found to be inaccurate, or are not adhered to, or if the Ridgewood Public Library or the Village of Ridgewood determines that the event may lead to a circumstance or situation that would result in personal injury, property damage or violation of law.

I, _____ have read and agree to follow the Rules of Conduct published by the Ridgewood Public Library Board of Trustees and Library Event Space Rental Guidelines.

Signed the _____ day of _____, _____ as the binding act in deed of _____
(Name of organization using facility)

Authorized Signature: _____

Print Authorized Name and Title: _____

Approved by the Library Board of Trustees, June 27, 2017

Fees Schedule

Section A: Room Usage Fees During Normal Library Hours

	Auditorium	Arts Studio	Conference Rm	Tech Lab	Ridgewood Rm	Story Tower
Capacity (seating/standing)	160 / 200	30 / 40	12 / standing not recommended	10 / standing not recommended	6 / 10	16 / 20
First 2 hours	\$200	\$100	\$100	\$100	\$75	\$75
Additional hour	\$100	\$50	\$50	\$50	\$35	\$35
Note	Room Usage Fees Discount Eligibility: (A) Village of Ridgewood Official Entities: No Charge; (B) Ridgewood-based, non-profit, tax-exempt organizations: 50% off; (C) Non-profit, tax-exempt organizations: 30% off; (D) Ridgewood-based private business or Ridgewood residents: 30% off. Ridgewood Public Library reserves the right to determine eligibility of applicants for any discount.					

Section B: Equipment Fees

	Audio/Visual System (auditorium)	HD TV (Arts Studio)	Portable Screen / Projector	Video Conferencing System (Tech Lab/Conf. Rm)	Microphone / Clicker / Pointer	iMacs / Laptops	Piano	Digital Overhead Projector
Fees per event	\$65	\$50	\$35 each; \$60 both	\$50	\$15 each	\$15 each; \$100 for 8 plus instructor	\$100	\$20
Note	included: 200" screen & laptop (1)	included: laptop (1)	Portable Screen is 80" wide	included: laptop (1)				

Section C: Package Rate for Recitals & Cultural Programs (Friday, Saturday & Sunday evenings only)

	Friday Evening (6 pm - 10 pm)	Saturday & Sunday Evenings (5 pm - 9 pm)
Fees per event	\$500 /package; overtime: \$100/hour	\$600 /package; overtime: \$125/hour
Note	4-hour use of Auditorium, Lobby and Rest Rooms. Included: additional 3-hour rehearsal time (if auditorium availability allows), piano & A/V system (up to 2 microphones), Liability insurance. Ridgewood Public Library reserves the right to determine eligibility of applicants for this special rate. No further discount applies.	

Section D: Interviews/Exam Proctoring Rate

	Conference Room	Tech Lab
	\$35/90 minutes; \$15/additional hour	\$20/90 minutes; \$10/additional hour
Note	Eligibility: (A) Job seekers; (B) College/Graduate students or recent graduates. Up to 4 people permitted in the room. Liability insurance exempt. Video Conferencing System included. Ridgewood Public Library reserves the right to determine eligibility of applicants for this special rate. No further discount applies.	

Approved by the Library Board of Trustees, June 27, 2017

Rental Guidelines

Library Mission

The Ridgewood Public Library is dedicated to providing information, education, culture and inspiration. We encourage our community to pursue lifelong learning and the enjoyment of books, programs and resources in a variety of formats. We strive to offer the best possible library materials, staff, technology and facility, with ready and equal access for residents of all ages. Library Board of Trustees, 1995.

Conducting Private/Commercial Business on Public Library Premises

The Ridgewood Library and its public areas are maintained to serve residents who visit to read and borrow library materials, attend Library cultural and educational programs, conduct research with support from Library staff, and utilize Library resources and technologies. Students of all ages are encouraged to study quietly.

It is critical to the Library's mission that community residents are able to enjoy undisturbed use of Library public areas. Public areas are not available for private business transactions or meetings. The Library cannot be used as a temporary or permanent office for anyone not formally authorized as a current Library employee or volunteer.

The Library also recognizes interest from individuals and organizations who seek rooms or areas where they may conduct private/commercial business activities, including client or organization meetings, presentations, solicitations or sales of goods or services, interviews, paid tutoring, training, and other activities.

The Library Board welcomes individuals, community groups and charitable and commercial organizations to utilize selected Library rooms and areas, as available, on fee-per-use basis as described in Fees Schedule.

Private Rental/Use of Ridgewood Library rooms does not constitute Library endorsement of any policies or beliefs of any individual, group or organization which rents or uses rooms in the Library.

The Ridgewood Public Library is referred to as the Library in the text of this document.

To address this interest while respecting the needs of the entire Library community, the Library offers short-term rental of specific rooms, as available, for private/commercial business use. The Library has also designated a new Private Business Center (PBC) especially for 2-person meetings.

Beginning January 17, 2011, all private business operators who want workspace on Library premises shall either:

- Rent a private room as per the Library's Room Rental Policy (rates summarized on Fees Schedule), OR
- Purchase a day or monthly pass for table space in the Private Business Center.

All private business meetings held on Library premises must meet mandated municipal insurance standards & regulations.

Anyone observed conducting private/commercial business in the Library's public areas will be asked to utilize designated areas. Those who do not comply with the Library's policies are asked to leave the premises.

Approved by the Library Board of Trustees, June 27, 2017

Regulations See also Library Rules of Conduct

Permitted Activities

1. The Library's peaceful environment and cultural and educational activities remain of primary importance.
2. The Library permits private rental and use of selected Library Rooms and Areas, provided that
 - a. The Rooms/Areas are not needed for Library programs, and
 - b. Access to the Library facility and its services will be undisturbed.
3. The Library does not discriminate on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any sensory, mental or physical disability, in choosing to make its premises available.
4. Each sponsoring organization/individual is responsible for providing needed ADA accommodations, e.g. special assistive technologies, which are not readily available as a service of the Library.
5. To lessen outside noise, rental groups shall keep doors closed while their programs are in progress.

Limitations

6. Rental/Use of all Library Rooms and Areas is controlled under the authority of the Library Board of Trustees. The Board reserves the right to permit or deny any Rental proposal and may limit an Event's frequency, duration or attendance, in the interest of the Library.
7. The Library reserves the right to cancel or relocate any scheduled meeting, if circumstances warrant.
8. The Library may limit or deny rentals for larger groups (30 or more in attendance) during weekdays 9am – 4:40 pm or on certain weekends or evenings, due to parking limitations and the need to preserve resident access to the Library and Village Hall.
9. The Library follows Village of Ridgewood Policy in denying the right of any group or individual to hold demonstrations, rallies or conduct any political fundraising on Ridgewood public property or in Ridgewood public buildings.
10. The Library does not permit outside groups to stage any "high-profile" media events, e.g. those which may attract news vans & cameras to the Library building and/or parking lot; such events disturb Library access and environment.
11. The Library may terminate any Rental Event with no refund if conduct of any Rental Group member or guest is disruptive or potentially harmful to any Library visitors or staff, the Library facility or Library property.
12. Renters may charge attendees for an Event's actual cost or accept voluntary donations for a charitable cause.
13. Other Fee-based Events or Fundraisers may be conducted in Library only if approved in advance by the Board of Trustees.
14. Storage of goods cannot be accommodated.
15. Any infraction of these guidelines may result in the loss of Library Room Rental privileges.
16. Written Appeals regarding Rental issues will be reviewed by the Library Board of Trustees; its decision will be final.

Liability & Insurance

17. The Ridgewood Public Library, the Village of Ridgewood, their agents and employees shall not be held responsible for any personal injury or personal property loss or damage, which may result during or due to Library use by a non-Library group.
18. Certificates of insurance are required and must name both the Library and the Village of Ridgewood as additional insured. The Library is able to provide a limited number of certificates of event insurance that meet our specifications, for \$50 per event. Priority is given to local small businesses and non-profit organizations.
19. The Library reserves the right to review details of each proposed event, including but not limited to such aspects as event safety, security and management, and may amend or deny any proposed use.

Publicity for Private Events and Rentals at the Library

20. Groups renting space at the Library must provide their overall publicity plan as well as the size of intended audience.
21. Proposed print advertisements or invitations, or related online publicity, must be submitted in advance to the Library for approval.

22. Publicity for private events may not imply Library sponsorship.
23. Any publicity (print, online, other) which lists the Ridgewood Public Library name and/or address, must also include the following easily visible disclaimer: ***This Event Is Not Sponsored by the Ridgewood Public Library.***
24. Publicity must include the rental organization's own contact information and may not include Library telephone numbers.
25. The only organizations which may cite the Library's address as their own are: The Ridgewood Public Library Board of Trustees, the Friends of the Ridgewood Library and The Ridgewood Public Library Foundation.

Payment

Effective June 2017, a mandatory non-refundable application fee of \$25 is required. The application fee will be applied toward total rental fee when the application is approved. The application fee is good for 3 months starting from the time application is submitted.

26. Payment must be made in full 10 business days prior to the rental.
27. Payments made by check that are not honored by the bank will incur a returned check fee of \$40 or five percent (5%) of the check amount, whichever is greater.

Rescheduling and cancellation

28. In the event Library is closed, has a delayed opening or early closing due to inclement weather, lessee can choose (1) full refund or (2) rescheduling if space permits, without additional rescheduling fee.
29. Fee to reschedule is \$25.
30. No refund will be given if cancelled within 14 days of the event.

Conduct & Supervision – All Events

Please make the following **Safety Announcement** at your event:

Ladies and Gentlemen:

In the interest of safety I would ask you to note the position of and access to exits from this room.

(Arts Studio: Point out the two (2) exits; Auditorium: Point out the three (3) exits)

In the event of an emergency please walk quickly to the nearest exit and make your way outside.

Follow the red Fire Exit signs and the instructions of staff members. Do not delay and do not re-enter the Library unless you are advised that it is safe to do so. Now please enjoy yourself in comfort and in safety.

31. Conduct of meetings and events must be respectable and well governed.
32. All groups are expected to leave the room clean and as they found it.
33. Prohibited at all times: Excessive noise, use of hazardous or illegal materials, fire, helium balloons and smoking.
34. Alcoholic beverages are not permitted, unless by special advance exception by both the Library Board and Village Manager.
35. Renters are responsible for any damages to the Library facility or property in Rental Areas used, and agree to pay costs for any extra cleaning or repairs necessary after their Event, through an additional maintenance fee.

Children's/Young Adult Events

36. Youth Events (with attendees under 18 years old) must have an adult sponsor complete and sign the application.
37. During Youth Events, at least one (1) adult supervisor for every 15 children must be present in the room at all time.

Failure to abide by these rules may result in cancellation or refusal of future reservations.

Approved by the Library Board of Trustees, June 27, 2017