

Fees Schedule

Please see [Ridgewood Library Event Space Rental Application](#) for eligibility, detailed guidelines & policies. Effective June 1, 2017, a mandatory non-refundable \$25 application fee is required.

Room Usage Fees

	Auditorium	Arts Studio	Conference Room	Tech Lab	Ridgewood Room	Story Tower
First 2 hours	\$200	\$100	\$100	\$100	\$75	\$75
Add'l hour	\$100	\$50	\$50	\$50	\$35	\$35
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: 30% off. Ridgewood Public Library reserves the right to determine eligibility of applicants for any discount.						

Equipment Fees

	A/V System (Auditorium)	HD TV (Arts Studio)	Video Conf. System (Tech Lab/ Conf. Room)	Micro-phones (wired or wireless) / Clicker	iMacs / Laptops	Piano
per event	\$65	\$50	\$50	\$15 each	\$15 each; \$100 for 8 plus master	\$100
note	included: screen & laptop(1)	included: laptop(1)	included: laptop(1)			
Also available: portable screen (80") & projector for in-house or off-site uses, \$35 each or \$60 for both. Equipment fees are not eligible for any discount.						

Fees subject to change without notice.

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Special rates for [exam proctorings/interviews](#) and weekend evening [recitals & cultural programs](#) available. Please contact Event Space Coordinator for eligibility.



[RidgewoodLibrary.org/RENTAL](#)

RENTAL@RidgewoodLibrary.org | 201-670-5600 x 120
125 North Maple Avenue, Ridgewood, NJ 07450

Located in the heart of the Village, the Ridgewood Public Library is a great place to hold meetings, private video conferencing, staff training, interviews, and recitals.

Some of the benefits:

- Convenient on-site parking; walkable from Ridgewood train station.
- State-of-the-art equipment: HD projection and sound system, well-maintained grand piano, up-to-date software on both Apple and Windows platforms, professional video conferencing system and more.
- Flexible schedule: the Library is open seven days a week; special weekend evening rental package also available for selected programs.

To start event space rental process, please submit a completed Ridgewood Public Library Event Space Rental Application (available at Library Service Desks and online at Library website) along with the \$25 application fee to our Event Space Rental Coordinator in person, by phone **201-670-5600 x 122** or by email to **RENTAL@RidgewoodLibrary.org**.



Event Space RENTAL at the Ridgewood Public Library

[RidgewoodLibrary.org](#) | 201-670-5600
125 North Maple Avenue, Ridgewood, NJ 07450



AUDITORIUM

SIZE: approx. 2,000 ft²
CAPACITY: sits up to 160;
 200 standing

HIGHLIGHTS: HD projection system with 200" screen, grand piano, podium, wireless mics. Versatile setup configuration with recently updated digital audio/visual system. Side doors open to Library patio.

RECOMMENDED FOR: Multimedia lectures, recitals/rehearsals, theater and award ceremonies.



ARTS STUDIO

SIZE: approx. 460 ft²
CAPACITY: sits up to 30;
 40 standing

HIGHLIGHTS: Colorful painted walls with in-room sink. Newly updated 65" HD Smart TV, presentation and video conferencing ready.

RECOMMENDED FOR: Board meetings, arts & crafts, storytimes, book groups and hobbyist club meetings.



RIDGEWOOD ROOM

SIZE: approx. 300 ft²
CAPACITY: sits 6; up to 12 standing

HIGHLIGHTS: Elegant mahogany trimmed room with comfortable sofa-style chairs, great view of Vet's field.

RECOMMENDED FOR: Book clubs, small hobbyist meetings, such as knitting/crocheting and poetry readings.

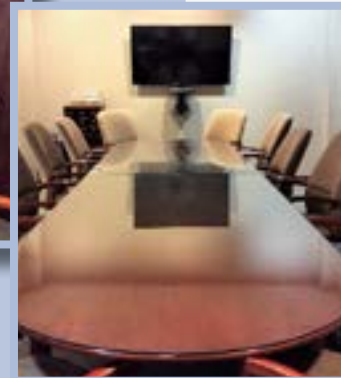


CONFERENCE ROOM

SIZE: approx. 400 ft²
CAPACITY: sits 12; no standing

HIGHLIGHTS: Built-in video conferencing system; adjustable shades and sound blocking windows for total privacy.

RECOMMENDED FOR: Board meetings, interviews, video conferencing.



TECH LAB

SIZE: approx. 310 ft²
CAPACITY: 8 seated plus 1 instructor and 1 TA.

HIGHLIGHTS: Always up-to-date software in both Apple and Windows; multiple outlets and charging stations.

RECOMMENDED FOR: Tech training, video conferencing, interviews, test proctoring, presentations.



STORY TOWER

SIZE: approx. 300 ft²
CAPACITY: sits up to 16 on carpeted floor and built-in ledge; 20 standing

EQUIPMENT: Portable projection system
HIGHLIGHTS: A hexagonal-shape room with beautiful 360-degree mural of Graydon Pool.

RECOMMENDED FOR: Book groups and hobbyist meetings, such as knitting/crochet-ing and poetry readings.