

Ridgewood Department of Parks & Recreation  
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Rules and Regulations Governing Use of the Stable at Maple Park

The Stable shall be available to Ridgewood based groups, organizations, and residents, as explained under the following rules and regulations:

I. **Administration** – All applications for the use of the building or portion thereof shall be made to the Director of Parks and Recreation at least 30 days in advance of the date (s) requested on the attached form, and is subject to review under the conditions and limitations included below.

II. **Priority** – The use of the rooms and facilities shall be available to Ridgewood organizations in accordance with the following order of priority:

**Class A:** Groups meeting under the sole jurisdiction of the Parks and Recreation Department and activities co-sponsored by the Department of Parks and Recreation.

**Class B:** Official business meetings of Village municipal government agencies, boards and committees.

**Class C:** Local branches of clubs and groups, both charitable and/or civic in nature.

**Class D:** All other groups or organizations.

III. **Fee Schedule** – The following charges will be assessed to help offset energy, building maintenance and security costs:

**Class A & B:** For all organizations falling in priority Class A and B there shall be no charge during normal work hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. A security charge will be assessed during weekend, public holidays, as well as evenings after 4 p.m. (See Class D for rates).

**Class C:** For priority Class C, the following charge will apply:

- For use of small meeting room - \$20 per hour or any portion thereof (Activity Room) (2 hour minimum)
- For use of large meeting room - \$25 per hour or any portion thereof (Community Room) (2 hour minimum)

Other than the above rates, no security staff charge will be rendered for Class C groups during normal work hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. A fee will be assessed during weekends, public holidays, as well as evenings after 4 p.m. (See Class D for rates). **\*\* In all circumstances where classes A, B, & C meet primarily for social or fundraising purposes, the following usage fee shall also apply: \$30.00 per hour or any portion thereof plus applicable security charge.**

**Class D:** Applicants, other than the before-mentioned in Class A, B, & C, desiring the use of the Stable facilities for meeting purposes, social gatherings and/or fundraising events will be assessed a rental fee of \$65.00 per hour for the first two hours (2 hour minimum), and \$30.00 per hour for each additional hour or any portion thereof. \*\*In addition, a \$50.00 per hour rate shall apply when Friday, Saturday, Sunday, or holiday coverage is required.

- Kitchen Use – Those desiring use of the kitchen facilities will be charged a minimal service fee of \$25.00 per period of usage.
- Non-Resident Use Fee – All non-Ridgewood based groups must pay an additional \$50.00 building usage fee for each scheduled program.

**IV. Conduct of Meetings –**

- a) The conduct of meetings will be respectable and well governed.
- b) No unpatriotic acts or actions will be permitted.
- c) No alcoholic beverages permitted in building or on adjacent Village property.
- d) Smoking is not permitted inside of the building; smoking is only permitted outside of the building.
- e) No part of the building except the space(s) permitted in the approved application will be entered or used.
- f) Building must be vacated by 4:00 p.m. if used during the day, and 11:00 p.m. if used in the evening. All individuals must be out of the building at the designated closing time listed on the attached application.
- g) Any group remaining after the designated closing time must pay additional security coverage and building use fees (one hour minimum charge). Please setup and clean-up time in your request.

**V. Admission Charges or Alternative Money-Making Devices –**

- a) No gambling or raffles of any type shall be permitted.
- b) Approval is required for groups to conduct sales or dinners to raise money in support of a particular activity.

**VI. Equipment / Care of Facilities –**

- a) The Village will provide chairs and tables.
- b) Groups permitted the use of the building shall not disturb the physical plant in any way unless prior approval is granted by the Department of Parks and Recreation.
- c) All groups are responsible for any damages or defacement to the facility and / or surrounding Village property.
- d) No permanent signs, posters or exhibits of any kind shall be hung or placed in or about the premises.
- e) If kitchen use is required, all equipment and supplies must be left in a clean and presentable condition.
- f) The total care and maintenance of the facility is the responsibility of the applying group. An additional custodial maintenance fee will be assessed to those groups who fail to leave the facility in satisfactory condition.

**VII. Application and Payment of Charges –** All applications shall be made on official facility use form, signed by a representative of the applying group, and submitted to the Director of Parks and Recreation. Where a charge is applicable, a check in the amount of such charge shall become due after rental charges confirmed in writing to applicant. Do not mail

payment until written confirmation is received. Where use of space is granted for a recurring use, payment shall be made at least two weeks in advance of scheduled date or space may be re-assigned. All checks are made payable to the Ridgewood Department of Parks and Recreation.

The Parks and Recreation Department and the Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises.

Prior to an activity and upon the conclusion of a program, an official of the organization and a representative of the Department of Parks and Recreation shall normally check the condition of the premises. Both parties shall note the condition of the premises, with particular concern to any damage or shortage. Payment for any such damage or shortage must be made by groups causing said condition, and permission to hold subsequent meetings may be withheld until such payment is made. In cases of extreme facility misuse, further use of the building will be denied.

No permission for use of the building shall exceed a one-year long period. All long-term requests must be reconfirmed annually at least 30 days before the initial desired date.

The Director of Parks and Recreation at any time reserves the right to change or amend the foregoing regulations or to withdraw from any organization or person the privilege of using the facility or deny use of the facility, all within his discretion.