

Forms Fields

Existing fields used in various exiting g**gle forms as used by programming, rentals, etc.

- [Rental Application](#)
- [Film Screening Proposal Form](#)
- [Programming at Ridgewood Commons](#)

Rental Application

Blurb

General inquiry for space usage - Ridgewood Commons

585 Woodward Avenue, Ridgewood, NY 11385

RidgewoodCommonsNYC@gmail.com

Ridgewood Commons is a Community Space with an emphasis on Mutual Aid. While we are not primarily a rental hall, we do rely on rentals to help cover rent and expenses so that the space can continue to serve the community.

Rental Rates

Rates generally range from **\$200-\$500**, depending on:

- Whether the event takes place during peak hours
- If other Ridgewood Commons projects can use the space at the same time
- The amount of set-up and rearrangement required
- The total duration of the event

Once terms are agreed upon, a **\$100 deposit** is required to secure your booking.

Promotions & Liability

For liability reasons, all promotional materials must be reviewed by an admin before being shared publicly. Please send them to: RidgewoodCommonsNYC@gmail.com.

Other Uses

If you are not looking to rent the space for your own private or public event, you may instead be looking for our [Programming Form](#) or [Film Screening Form](#).

- Name * (text)
- Phone Number * (phone #)
- Email * (email)
- Name of organization (if applicable) (text)
- Describe what you'd like to do at the space * (text)
- Preferred Date / Backup Dates * (text)
- Hours of Use (including set up and break down) * (text)
- Is this a public or private event? (single select)
 - Private
 - Public

- Unknown at this time
- Can the gym (back room) and basement engage in activity during your event, or would this be disruptive? (single select)
 - Yes, other operations can happen in the space during my event
 - No, no other operations can happen in the space during my event
 - Maybe, would like to discuss further
- Do you have a budget for this? If so, what's the range? * (text)
- Do you require a walkthrough, or are you familiar with the space? * (single select)
 - Need Walkthrough
 - No, I know the space well
- Will there be alcohol at your event? * (single select)
 - Yes
 - No
 - Unsure
- Will there be loud music at your event, and if so how late do you anticipate the music lasting? (text)
- Will you require use of the projectors and/or projector screens? * (single select)
 - Yes
 - No
 - Maybe
- Will you require use of the PA system or microphones? * (single select)
 - Yes
 - No
 - Maybe
- Do you have any lighting requests for your event? (text)
- If this is for a Film Shoot, are you bringing stage lights or any other equipment that may require specific power accommodations? (text)
- Do you have any other needs for the event not listed above? (text)
- Are you involved with a project or working group at Ridgewood Commons? * (text)

Film Screening Proposal Form

Blurb

Ridgewood Commons shows films on Wednesday evenings from 7pm (usually starting at 7:30pm). If you are interested in screening a film, please tell us more about what you'd like to screen in this form.

RULES: No streaming. Please come with a high-resolution file for the film. You can either bring a laptop or use the computer in the space near the emergency exit if you bring an external hard drive with the file. The computer that lives in the space has an HDMI input, and we have an HDMI to USB-C adapter in the pink electronics cabinet near the computer. There is an HDMI cable hanging from the ceiling that is permanently attached to the projector.

If this is a foreign film, **check that the subtitles are properly synced beforehand.**

While we are a small community center and accordingly don't always go through official channels for obtaining rights, we don't want to take additional risks with early release material. If this is a recent film that has had very limited release, we request you make arrangement with the filmmaker.

- Name * (text)
- Phone Number * (phone #)
- Email * (email)
- What is the title, release year and director of the film? * (text)
- What is the runtime of the film? * (text)
- Are there any short films, trailers, or supplemental videos accompanying the feature? (text)
- Is there a discussion accompanying this film or any other interactive elements? * (text)
- What is your ideal date for screening this film [Follow up with backup dates] * (text)
- Is this film part of a series, and if so, please provide a brief description and desired dates for the series [Short answer] (text)

Programming at Ridgewood Commons

blurb

Programming at Ridgewood Commons

Ridgewood Commons offers regular free events that are programmed by members, but we are always open to hosting other events that align with our shared political values or offer something valuable to the neighborhood. Panel discussions, magazine launches, prose or poetry readings, skill shares, music listening sessions, and similar events are all welcome depending on time and capacity. If the event in question has no entry fee, it is eligible to be part of our public programming (and thus not subject to rental fees). There will need to be a bottomliner who is responsible for all relevant promotion and communication, along with executing or overseeing all set-up and cleaning tasks.

- Name * (text)
- Name of organization (if applicable) (text)
- Phone Number * (phone #)
- Email * (email)
- If you are interested in screening a film, we have a separate form for that - Film Screening Proposal Form (link / text)
- What programming would you like to offer? * (text)
- Preferred Date / Backup Dates *
- Hours of Use (including set up and break down) *
- Is this a public or private event? (if it's a private event, it's likely a rental, see rental form here) (link / single select)
 - Public
 - Private
- Can the gym (back room) and basement engage in activity during your event, or would this be disruptive? (single select)
 - Yes, other operations can happen in the space during my event
 - No, no other operations can happen in the space during my event
 - No, no other operations can happen in the space during my event
- Will there be alcohol at your event? * (single select)
 - Yes
 - No
 - Unsure
- Will there be loud music at your event, and if so how late do you anticipate the music lasting? (text)
- Will you require use of the projectors and/or projector screens? * (single select)
 - Yes

- No
 - Maybe
- Will you require use of the PA system or microphones? * (single select)
 - Yes
 - No
 - Maybe
- Do you have any lighting requests for your event? (text)
- Do you have any other needs for the event not listed above? (text)
- Are you involved with a project or working group at Ridgewood Commons? * (text)