

BLOOMFIELD PUBLIC LIBRARY MEETING ROOM POLICY

The Library has public meeting rooms available for two hours per day for Bloomfield residents who are 18 years old or older, with a valid Bloomfield Public Library card on a first come, first served basis. Bloomfield Residents under the age of 18 may reserve the meeting room if a chaperone who is a Bloomfield Resident, 18 years or older, and has a Bloomfield Public Library card accompanies them. Due to high demand, rooms may not be reserved in advance, unless a patron is reserving the meeting room for a job interview. Patrons may request to be placed on a waiting list 15 minutes prior to their desired time. This includes Meeting Room #1 aka "Conference Room #1" The Quiet Study Room (Meeting Room #4) is a shared space, and will be available to individuals for silent study ONLY and may not be used for any other purpose.

The Library has made the Little Theater available for reservation/rental by Bloomfield residents with a Bloomfield Library card for **civic, cultural, educational, intellectual, or charitable purposes only**. Homeschool groups may book the Little Theater once per week for 2 hours (including set-up and clean-up), **provided space is available**. All groups are responsible for their own set-up and clean-up, and the Library reserves the right to refuse groups if the space is left in unacceptable condition or defaced in any way. Snacks are permitted provided the group does not leave food mess behind. The theater MUST be booked in advance - no drop-ins! Groups wishing to reserve the Little Theater should contact Christina Lotito at 973-566-6200, ext. 204.

The Library takes precedence and reserves the right to reserve rooms for Library programming or purposes at any time.

Rooms may not be used for any meeting sponsored by or for a commercial organization or individual or purpose at which goods or services are advertised or sold whether for profit or to raise funds. The Library does not advocate for or endorse the viewpoints expressed in meetings by meeting room users.

Adopted: June 2, 2022 by the Library Board of Trustees

Updated: February 6, 2024