

BLOOMFIELD PUBLIC LIBRARY

MEETING ROOM POLICY

The Library has public meeting rooms available for one hour per day for Bloomfield residents with a valid Bloomfield Public Library card on a first come, first served basis. Due to high demand, rooms may not be reserved in advance. Patrons may request to be placed on a waiting list 15 minutes prior to their desired time. This includes Meeting Rooms #1 - #3, and Special Collections. 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 Board Room and 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 these spaces 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.

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

Updated: January 9, 2023