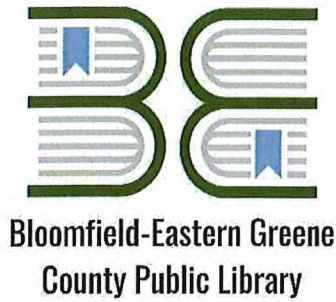


Bloomfield – Main Branch
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LIBRARY MEETING ROOM RESERVATION & USE POLICY

The Bloomfield-Eastern Greene County Public Library (BEGCPL) provides various spaces that members of the community can reserve and use for private and community gatherings. The Library reserves the right to review each prospective use request and determine whether that use falls within the BEGCPL meeting room use guidelines. Groups and individuals who use the Library's reservable spaces are guests of the Library, and their use of the space should reflect that understanding. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

These spaces are available at no charge to persons wishing to present programs or hold meetings which serve the community's needs for: education, information, entertainment, and cultural enrichment. This service enables the library to further its mission of providing the best possible free services to patrons of the library.

ELIGIBLE USERS

Those interested in reserving any of the spaces within our library buildings will need to comply with the following guidelines.

- Use of the meeting rooms will be limited to civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations.
- A responsible adult (18 years of age or older) must be present at all activities held in the meeting room.
- A signed use agreement must be on file for the current calendar year.
- All activities are scheduled only as they do not interfere with library programs, or the normal operation of the library building.
- Activities from which the scheduling party will derive commercial gain may not be held within the Libraries (unless specifically approved at time of scheduling). However, for-profit events may be held in the Library Annex for a fee. (see Library Annex below)

SCHEDULING

Eligible patrons may request to reserve one of the Library's meeting rooms using the following procedures:

- Reservations for the **Community Room** or **Library Annex** may be made by telephone or at the adult circulation desk at the Bloomfield library. We do not have a reservable space at the Eastern Branch at this time.
- The individual or group designated representative needs to complete a use agreement form at least one week prior to the reservation. This person will be the library contact person should a change of scheduling be necessary.
- Reservations can be made up to 3 months in advance, and must be made at least 48 hours in advance.
- Reservations are taken on a first-come, first-booked basis; however, library programs will always take precedence over all other scheduling.
- Your group name and meeting time will appear on our online Community Calendar website.
- Each group is responsible for its own publicity. Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.
- The Library Annex provides office space to area organizations, so there is no guarantee of complete privacy for events held here.
- When the Library is closed due to inclement weather, all scheduled programs will be cancelled. Staff do not have access to your contact info from home. Please check the Library Facebook page or website for closings.

- All library buildings utilize security cameras for public safety. Library staff is authorized to attend or observe any meeting or event taking place in a Library meeting room.

KEYS

You will need a key to access the Annex and for any events in the Bloomfield Library that begin or end after open hours. Please allow time to check out the key from the Bloomfield Library adult desk prior to your event. If your event is outside of normal library hours, a key may be picked up the day before your reservation. The person who has signed the reservation agreement form will be issued a key and will be responsible for locking the Library Annex/Library building and returning the key when finished. Setup and clean up for the event must be done within the reserved hours. In the event of an emergency, dial 911. After hours contact numbers are located on the key instructions.

SET-UP & CLEAN-UP

It is the patron's responsibility to arrange the space the way they want it and return it to its previous state following an event. It is necessary that the patron straighten and clean up any mess so that the room is ready for the next event. Each group assumes full responsibility for any damages or cleaning charges which occur as a result of their use of any Library meeting room (see fee schedule below). Consistent or recurring abuse will be cause for denial of access to all Library meeting rooms.

REFRESHMENTS

Light refreshments may be served in any of the Library's meeting rooms. Refreshments served should be limited to those items easily disposed of, e.g., light snacks, box lunches. All refreshments should be consumed inside the meeting room, and trash placed in the appropriate receptacles. Please keep in mind that certain beverages (grape juice, cherry Kool-Aid, etc.) are far more likely to stain if spilled.

ALCOHOLIC BEVERAGES, SMOKING, AND OTHER TOBACCO USE, WHICH INCLUDES ELECTRONIC CIGARETTES, ARE NOT ALLOWED in any library building. No smoking is permitted on Library property or within 50 feet of any public entrance.

GENERAL GUIDELINES FOR MEETING ROOM USE

- Library rooms are not soundproof. Individuals and groups using the rooms should be conscientious of the volume of voices and electronic equipment so as to avoid disturbing others.
- Nothing may be attached to the room walls, windows, or doors without prior approval from the Library Director or a Supervisor.
- Customers must adhere to room capacity guidelines posted in each room.
- Any room left unattended for more than 15 minutes will be assumed vacated, at which time Library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the Library's Lost & Found at the Adult Circulation Desk. The Library assumes no responsibility for the loss or damage of personal items.
- Areas designated as staff areas or that have locked doors are for the use of Library staff and volunteers only.
- Activities for minors must be supervised by responsible adults.
- Damage caused to a meeting room or any part of the facility or premises during use, and or as a result of use, will be billed to the individual or group responsible for the reservation.
- Damage or vandalism to meeting room, furniture, or equipment is subject to replacement or restitution fees and will be charged to the room reservation responsible party.
- Meetings, events, or space use for which trash, debris, and or leftovers have not been properly disposed of and or spills have not been properly cleaned will be assessed a cleaning fee as outlined in the Fee Schedule at the discretion of Library Administration.

LIABILITY

BEGCPL assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

DAMAGES

Organizations or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the BEGCPL to determine the damage cost charged.

FEE SCHEDULE

The following fees may be charged to those reserving meeting rooms at the Bloomfield-Eastern Greene County Public Libraries.

Fee	Amount	Definition	Due
Annex Rental fee	\$40 per day	Charged to For-Profit and Closed events (not open to the public, must be a member to attend, OR has a fee to attend)	Payable at least 1 day prior to scheduled event
Cleaning fee	\$25	Charged if any meeting room is left in a state where another group is unable to immediately use the space. This includes but is not limited to trash, debris, and or leftovers have not been properly disposed of and or spills have not been properly	Will be charged immediately following an event, and will be due within 30 days of event
Damage fee (administrative)	\$20	Charged if any damage is found following a meeting room reservation to cover the library's administrative time and resources to have items replaced or repaired	Will be charged immediately following an event, and will be due within 30 days of event
Damage fee	Cost of repair or replacement	Charged for damage to furniture, equipment, facility, or premises	Will be charged immediately following an event, and will be due within 30 days of event
Credit Card fee	\$1	Charged for the use of a Credit Card to pay for anything at BEGCPL. This fee covers the fees we are charged by credit card companies	Charged at the time of use of a Credit Card

ADMINISTRATIVE POLICY

- All use of the Library meeting rooms is subject to the approval of the library administration.
- The Library will not discriminate on the basis of race, religion, age, gender, national origin or disability in providing space for meetings. However, each group must have one person of legal age designated as an official contact person for liability purposes.
- The library reserves the right to determine priorities in assigning Library meeting room space.
- The library reserves the right to change or cancel reservations in emergency situations.
- The library reserves the right to terminate the use of the facilities.
- The library is not liable for injuries to people or damage to or loss of property of organizations using the community room/library annex.
- Permission granted to meet in a library meeting room in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization.

RIGHT TO CANCEL

Either party may cancel this Agreement with written notice to the other, without liability as a result of acts of God over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated. Any deposits made shall be refunded to the party who made the deposit.

INDEMNIFICATION

Organizations or individuals using meeting rooms shall indemnify and hold harmless the Bloomfield-Eastern Greene County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

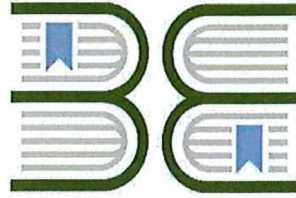
REVOCAION AND REFUSAL OF AUTHORIZATION FOR USE

Use of Library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. The privilege of using Library meeting rooms will not be granted or will be revoked if the activities or intended activities of the meeting room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on library lots or the surrounding neighborhood.
- The activities of meeting room users disrupt or will be disruptive to other library patrons use of library facilities or distract or will be distracting for library staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of Library policy.

See Meeting rooms available for reservation in Addendum

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County Public Library

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LIBRARY RESERVEABLE SPACE RESERVATION REQUEST

A signed copy of this form must be on file each calendar year to reserve spaces within one of the Bloomfield-Eastern Greene County Public Library buildings. This form is valid from the time of signing until December 31 of the same year.

Date and time of meeting

Number of persons expected to attend

Name of Group or Individual Requesting space reservation

Type of meeting

If reoccurring, please state frequency

Contact person representing the group

Phone Number

E-Mail

Address

City

Zip Code

Statement of Responsibility

I have read the policy for the library meeting room use and agree to abide by all of the regulations outlined in that policy.

Signature

Date

Library Staff Use:	Rental Fee Charged:\$ _____	Date Paid: _____	Staff Initials: _____
If Reoccurring -	Rental Fee Charged:\$ _____	Date Paid: _____	Staff Initials: _____
	Rental Fee Charged:\$ _____	Date Paid: _____	Staff Initials: _____
	Rental Fee Charged:\$ _____	Date Paid: _____	Staff Initials: _____
	Rental Fee Charged:\$ _____	Date Paid: _____	Staff Initials: _____

LIBRARY MEETING ROOM RESERVATION & USE POLICY ADDENDUM

Library Annex (87 E Spring St.)

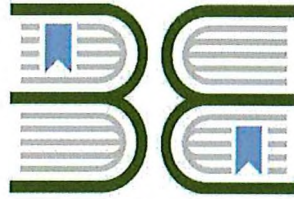
- Meeting room space on the main floor of the Library Annex, with a maximum capacity of 50 people.
- The Library Annex may be reserved between 8:00 AM and 10:00 PM seven days/week. If outside of library hours, a key will need to be picked up one day prior to reservation to provide access. In special cases, a key may be picked up earlier.
- Use Free of Charge
 - In general, civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations, will be allowed to use the space free of charge.
 - No person may be denied access to a meeting for which no admission is charged, or where admission is not limited to membership, so long as that person complies with the Library's Standards of Behavior. Authorization for library meeting room use is limited to the furniture and equipment assigned to that room.
- Use with a Rental Fee
 - Private or for-profit groups may reserve and use the Library Annex according to the fee schedule in the Library meeting room reservation & use policy. Special rates may be negotiated for large vendor events and regular reoccurring activities.
- Room Configuration
 - It is the group's responsibility to arrange the space the way they want it and then replace items as they were found after they have used it. Groups are also responsible for straightening and cleaning up any mess so that the room is ready for the next group. Each group assumes full responsibility for any damages or cleaning charges which occur as a result of the group's use.
 - A list of departing procedures is listed on the key envelope. Please ensure your group goes through the list prior to leaving the Annex.
- Equipment
 - The Annex has three (3) 60-inch round tables and two (2) 48-inch round tables set up with up to fifty (50) chairs. There are additionally two (2) rectangular tables, each 6 feet long, and five (5) smaller rectangular tables, each about 5 feet long available along the walls of the space.
 - There is a 55" Television mounted in the annex space that is accessible for presentations with an HDMI cable (Provided). Groups or individuals reserving the space will need to provide their own laptop or device.
 - This space also contains a small snack and coffee bar (coffee and supplies not provided by library). The group is responsible for bringing any other equipment or supplies needed. Any items provided on the snack and coffee bar are open to the use of any group. Each group is responsible for cleaning up after their meeting.
 - A carpet sweeper is available in the Janitor's closet.
- Parking
 - Free parking is available at the Library Annex, our parking lot has approximately 6 spaces that are first-come-first serve and reserved for Annex use. Community members reserving the Library Annex are welcome to park at the Bloomfield Public Library as well. Please do not park in the lot to the West of the Library Annex, as it does not belong to the Library and your vehicle may be ticketed or towed.
- Departure Procedures
 - Record the number of people who attended on the bulletin board by the coffee bar at the Annex.
 - Sweep floors and wiped off tables and counter (if used).
 - Check restrooms, leave doors propped open.
 - Turn off the lights in Library Annex (all light switches are on the blue wall to the left of the Vault.)
 - Lock the Library Annex door from the outside. Be sure to pull on the left hand door to be sure it is also locked. The levers for this door are on the inside edge of the door; one locks up into the door frame, the other locks down into the floor.
 - Place the key and its keychain in the book drop slot to the right of the door at the Main Library building.

LIBRARY MEETING ROOM RESERVATION & USE POLICY ADDENDUM

Community Room (Located at 125 S Franklin St.; Bloomfield library, ground floor)

- This space has a maximum capacity of 40 people. This space may be reserved between 10:00 AM and 8:00 PM seven days/week. If outside of library hours, a key will need to be picked up one day prior to reservation to provide access. In special cases, a key may be picked up earlier.
- Use Free of Charge
 - In general, civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations, will be allowed to use the space free of charge.
 - No person may be denied access to a meeting for which no admission is charged, or where admission is not limited to membership, so long as that person complies with the Library's Standards of Behavior.
 - Any class or event held in the Library must be free and of a noncommercial nature.
 - The library does not allow for-profit meetings within the library, unless pre-approved by administration. This includes sales presentations, vendor sales, or marketing "previews".
- Room Configuration
 - It is the group's responsibility to arrange the space the way they want it and they may leave it as they used it. Rearranging will be the responsibility of the next group. However, it is necessary that the group straighten and clean up any mess so that the room is ready for the next group. Each group assumes full authority for any damages or cleaning charges which occur as a result of the group's use.
- Equipment
 - The Community Room has up to eighteen (18) 2ftx4ft rolling tables and up to forty (40) chairs.
 - There is a projector screen that can be lowered on the south side of the room, and a projector is available upon request. Groups or individuals reserving the space will need to provide their own laptop.
 - This space also contains a refrigerator, microwave, coffee pot (coffee and supplies not provided by library), and piano. The group is responsible for bringing any other equipment or supplies needed. Please do NOT leave things in the refrigerator, freezer or microwave. Each group is responsible for cleaning up after their meeting.
- Parking
 - Free parking is available at the Bloomfield Public Library, our parking lot has approximately 24 spaces that are first-come-first serve. Street parking around the library is also usually available.
- Departure Procedures
 - Record the number of people who attended in the form on the refrigerator.
 - Sweep floors and wipe off tables and counter (if used).
 - Collect anything you put into the refrigerator, freezer, or microwave (if used).
 - Wash any dishes and clean up anything left in the sink by your group.
 - Turn off the lights in the Community Room and let a staff member in the children's department know you are leaving.
 - If after Library Open hours
 - Check restrooms, leave doors propped open.
 - Lock the Community Room door from the outside.
 - Turn the lobby lights off. The switch is on the left-hand wall in the outer lobby. Emergency lights will remain on.
 - Lock the outside door. Be sure to pull on the left hand door to be sure it is also locked. The controls for the door are in the inside edge of the door and raise locks up and down into the floor and the top of the frame.
 - Place key in the envelope & put the envelope into the book drop.

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BEGCPL Resolution: Room Reservation & Use Policy Update 4/2026

The BEGCPL Room Reservation & Use Policy and Addendum was updated in April 2026. We, the Board of Directors of BEGCPL vote to approve these changes. Our votes are below.

Yay	Nay
<i>Linda Mattos</i> <i>[Signature]</i>	
<i>Jessie [Signature]</i>	
<i>Math S. Marmouze</i>	
<i>[Signature]</i>	
<i>[Signature]</i>	
<i>Dwayne Hostette</i>	