



9 Church Street  
Bloomfield, NY 14469  
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[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## **CLASS ROOM USE POLICY**

ADOPTED April 3, 1989. Revised June 20, 2005. Revised February 19, 2018.

1. Use of the Bloomfield Public Library ("library") by outside groups shall be limited to use of the Class Room and groups of a maximum of 35 attendees per building code.
2. The Class Room shall be available at no charge for occasional use by not-for-profit organizations during library hours of operation or at times when staff is present. "Occasional use" shall be understood to mean not more than 12 times per year per organization.
3. The Class Room is not available for any activity for which any fee for entry or admission is charged, except to the extent otherwise provided from time to time by the board of trustees of the library
4. In recognition of the fact that the Friends of the Bloomfield Public Library organization ("Friends") exists primarily to promote and support the purposes of the library, use of the Class Room by the Friends may be scheduled on a more frequent basis.
5. Preference in scheduling use of the Class Room shall be given to groups which serve residents of the communities served by the library.
6. Scheduling use of the Class Room shall be done so as to promote the goal of making the Class Room available to as many different community groups as possible throughout the year.
7. Any groups which involve children shall guarantee adequate adult supervision during and after the groups' use of the Class Room.
8. Children accompanying adults to meetings in the library must be adequately supervised by an adult other than the library staff.
9. Scheduling of the Class Room shall be at the discretion of the library manager/director on a case-by-case basis, in accordance with these guidelines.
10. Each group using the Class Room shall be responsible for the following:
  - a. Set-up and return of furniture as needed.
  - b. Room is to be left clean and in the same condition as found.
11. The provisions of this Class Room policy are in addition to, and not in place of, any other library policy or policies that may apply to this library facility including, without limitation, policies relating to codes of conduct, use of alcoholic beverages, etc. Additionally, use of the Class Room by any group shall not constitute endorsement of that group, its beliefs or activities in any form by the Library, its Board of Trustees, or staff.