



Attention BPL Meeting Room User:

Thank you for choosing BPL to meet! Effective October 1, meeting room applications are encouraged to be submitted online at <https://www.mybpl.org/meetingrooms> using one of the following methods:

[click the Meeting Room Button](#)



REQUEST A MEETING ROOM

[submit an Online Meeting Room Application](#)

RESERVE A MEETING ROOM (FEES APPLY)

Groups will be booked in order of **priority** and then by date application is received with payment. Standing reservations may be made for a six month period. Bookings will be done semi-annually. For the first six months of the year, assignments will be made by November 15. For the second half of the year, assignments will be made by May 15.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the Library Director. The Library reserves the right to cancel meetings for good reason, upon reasonable notification.

- [Meeting Room Application](#)
- [Meeting Room Policy](#)
- [Meeting Room Set Up Request](#)

Should you wish to submit a paper application, please print it off our website and, once completed, drop it off at the front desk and they will forward it for processing. If you have questions about room availability, please call prior to dropping off the application.

Payments may be submitted to the front desk or the Meeting Room Payment box outside the office door.

- We accept cash or check payments (\$10/room, \$15/room if bringing food or using kitchen space).
- When submitting payment, always submit the name of your group with your payment.
- Checks may be mailed to the library for payment; please note Attention: Business Office when mailing.
- Groups will no longer receive a payment receipt when payment is dropped off in person; all groups will receive an email confirmation once payment is applied to your meeting room reservation. This will serve as your payment receipt.

If you have any questions regarding Bloomington Public Library meeting rooms, please visit our website at mybpl.org/meetingrooms, call (630) 529-3120 ext. 0, or email meetingrooms@mybpl.org.