



# CHARLOTTE & WILLIAM BLOOMBERG MEDFORD PUBLIC LIBRARY

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All meeting spaces are available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the Library's spaces does not constitute an endorsement of an organization's beliefs or policies.

You can reserve a room with staff help by calling 781-395-7950 or visit the Information Desk during our regular hours.

Rooms may be reserved on a quarterly basis for organizations to use as program/meeting space (see schedule below). Meetings must be free of charge. Organizations may reserve a room a maximum of **once** per month.

December-February	Reservations start in November
March-May	Reservations start in February
June-August	Reservations start in May
September-November	Reservations start in August

Users are welcome to use the equipment in each room. Laptops are not provided but a laptop dispenser is available in the Reference Department. Damage to equipment or rooms may result in suspension of room use privileges and fines/fees.

Wireless internet access is available throughout the library. No password is required.

Cleanup is the responsibility of the organization/party booking the room. Failure to do so can result in fines and/or suspension of room use privileges.