



# Martinsburg-Berkeley County Public Libraries

101 W. King Street, Martinsburg, WV 25401  
Phone: 304-267-8933 extension 4005

## Facility Usage & Meeting Room Policy for the Martinsburg Public Library

The Martinsburg Public Library has meeting rooms which are available to the public, as defined in this policy, on an equitable basis regardless of the beliefs or affiliations of individuals or groups. Rooms may not be used for regular business operations or private social events for individuals such as birthdays or weddings. Approval of all requests made, ultimately, are subject to the discretion of the Library Director.

Library facility use does not constitute the Martinsburg-Berkeley County Public Libraries' endorsement of the beliefs, ideas, or policies expressed by any organizations or individuals using the space. Non-library groups using library facilities may not publicize their activities in such a way as to imply library sponsorship. Advertising materials must include the following disclaimer: "Use of a library meeting room does not constitute endorsement of any program or its content by the Martinsburg-Berkeley County Public Libraries." In addition, the name, address, and phone number of the library may not be used as the official address of any organization using library facilities.

### Room Rental Options *(Rental fee charged only to for-profit applicants)*

Name of Room	Maximum Occupancy	Hourly Rental Fee	Room Dimensions	Other Details
Meeting Room (Top Floor)	35	\$20.00	34' x 21'	40 large chairs, 6 small tables
Storytime Room (Downstairs)	20	\$20.00	23' x 23'	For youth/children's activity groups and tutoring students
STEM Lab (Downstairs )	10	\$10.00	25' x 13'	For youth/children's activity groups and tutoring students

\*A *cleaning fee* of \$20 will be collected by the library **from the group's representative** if the room is not left in its original condition.

### Fee Information

- For-profit groups will be charged the rental fee. Rental fee is waived for not-for-profit and government usage or at the discretion of the Library Director or designated Supervisor.
- Rental fees are due prior to the scheduled use of the room.
- Accepted forms of payment are cash or a check made out to MBCPL.

### Space Reservation Information

- Library-sponsored programs and activities take precedence over other activities.
- The Martinsburg Library's meeting spaces are available during normal operating hours.
- Use of library facilities by outside organizations or groups may not interfere with regular library operations or services. Members of groups using a meeting room must not disturb library patrons. Children associated with groups using a meeting room should be supervised while in the library.
- All persons must comply with the *Martinsburg-Berkeley County Public Libraries Patron Code of Behavior*. No eating is allowed in the library, and only drinks in closed containers are permitted.
- The Martinsburg-Berkeley County Public Library is not liable for damages caused to the users or their property while using library facilities and the library will be held harmless from any liability to third parties for injury.
- In the event of severe weather or an emergency, a group representative will be responsible for listening to local radio stations or checking the library's website for closing announcements.
- Meeting rooms will be held for a maximum of 15 minutes after the scheduled start of the meeting. If the meeting room is unoccupied by that time, the reservation is forfeited and the room is open for other usage.
- No piece of equipment or other items belonging to a group may be left in the library between meetings.
- Spaces can be reserved only up to 3 months in advance. For recurring meetings, the group representative must fill out a new application for each quarter of each year.
- Organizations desiring to reserve a meeting room at the Martinsburg-Berkeley County Public Libraries must agree to the **Policy for Facility Usage and Meeting Rooms** and submit this completed form with required fees, if applicable.



**Martinsburg-Berkeley County Public Libraries**  
 101 W. King Street, Martinsburg, WV 25401  
 Phone: 304-267-8933 extension 4005  
**Meeting Room Application**

**Name of Organization/Group:** \_\_\_\_\_  
**Purpose and/or type of meeting:** \_\_\_\_\_  
**Organization is:**    \_\_\_ Non-profit or Not-for-profit Organization    \_\_\_ Government    \_\_\_ Business or For-profit  
**Will your organization charge a fee for persons attending this meeting?**    \_\_\_ Yes    \_\_\_ No  
**Expected Number of Attendees:** \_\_\_\_\_  
**Will you need special equipment for your meeting (i.e., podium, projector, speakers, conference phone, electrical cords)?**

**Meeting Space you are interested in reserving:** (Place a checkmark in front of the meeting room desired)  
 \_\_\_ Top Floor Meeting Room                      \_\_\_ Storytime Room (Downstairs)                      \_\_\_ STEM LAB (Downstairs)

Meeting Date	Start Time	End Time	Library Staff Notes

**Group Representative's Contact Information**

*This person will be responsible for scheduling the meeting room and for infractions of meeting room policy including damage to library property.*

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Have you read and do you agree to the **Policy for Facility Usage and Meeting Rooms?**    \_\_\_ Yes    \_\_\_ No

Meeting Rooms will be assigned in accordance with Martinsburg-Berkeley County Public Libraries Policy for Facility Use & Meeting Rooms. Groups must abide by the rules set forth by this policy. All meetings must take place during normal library hours and must be vacated at least 5 minutes prior to library closing. Please allow sufficient time at the end of your meeting for clean-up.

**Rental Fees:**

- Top Floor Meeting Room (maximum occupancy of 35): \$20.00 an hour.
- Storytime Room (maximum occupancy of 20): \$20.00 an hour. No fee is charged for use by a tutor with a student or by youth study groups.
- STEM Lab (maximum occupancy of 10): \$10 an hour, but no fee is charged for use by a tutor with a student or by youth study groups.

**Cleaning Fee:** A cleaning fee of \$20.00 will be collected if the room is not left in its original condition.

**My signature below indicates that I, as a representative of my organization, agree to abide by the policies and regulations of the Library with regard to meeting room use. I have received a copy of the Policy for Facility Usage and Meeting Rooms and I understand that failure to comply with these guidelines and all Library policies may result in cancellation of my/our ability to reserve Library meeting rooms.**

**Please Note:** Completion of this form does not constitute a reservation. After the reservation has been approved, a confirmation email will be sent to the group's representative.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*This request form may be dropped off at the library or submitted by email to keith.hammersla@mbcpl.org*