

Martinsburg Library Meeting Room Policy

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 birthday parties or weddings. Approval of all requests made are subject to the discretion of the Library Director.

Fee Information

- For-profit groups will be charged a rental fee. Rental fee is waived for not-for-profit and government usage or at the discretion of the Library Director or designated Supervisor.
- Hourly rental fee are as follows: Top Floor Meeting Room- \$20.00, Storytime Room- \$20.00, and STEM Lab- \$10.00
- Rental fees are due prior to the scheduled use of the room.
- Accepted forms of payment are cash or check made out to MBCPL.
- A \$20.00 cleaning fee will be collected if the room is not left in its original condition.

Space Reservation Information

- Library-sponsored programs and activities take precedence over other activities.
- The Martinsburg Library's meeting rooms 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*.
- The Martinsburg-Berkeley County Public Library is not liable for damages caused to the user or his or her 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 patron usage.
- No piece of equipment or other items belonging to a group may be left in the library between meetings.
- Rooms can be reserved only up to 3 months in advance.
- For recurring meetings, the group representative must fill out a new application by for each quarter of each year.

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. In addition, the name, address, and phone number of any Martinsburg-Berkeley County Public Library may not be used as the official address of any organization using library facilities.