



Martinsburg-Berkeley County Public Libraries

Facility Usage & Meeting Space Policy

for the Martinsburg Public Library

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.

The Martinsburg Public Library has meeting spaces 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. Spaces 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.

Space Rental Options

Name of Space	Occupancy	Hourly Rental Fee	Space Stipulations	Cleaning Fee*
Small Conference Room	10	\$10.00	No food, drink, or crafts allowed.	
Martinsburg Room	80	\$20.00		\$20.00
Plaza (Outside)	100	\$25.00		\$20.00
Small Study Room	4	n/a	Only tutors can reserve this space in advance. Individuals may use this space if it is not being used on a first come, first serve basis with a 1 hour session guaranteed.	

*A cleaning fee will be collected from the group's representative, if the space 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 check made out to MBCPL.
- If a Plaza reservation is cancelled due to inclement weather, the rental fee will be refunded.

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*.
- 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.
- Spaces can be reserved only up to 6 months in advance.

For recurring meetings, the group representative must fill out a new application by January 1 and July 1 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

Meeting Space Application

Organization's Information

Name of Organization/Group: _____

Purpose and/or type of meeting: _____

Organization is: _____ Not-for-profit Organization _____ Government _____ For profit

Will your organization charge a fee to attend this meeting? _____ Yes _____ No

Expected Number of Attendees: _____

Will you need special equipment for your meeting (i.e., projector or computer)? _____

Meeting Space interesting in reserving:

_____ Small Conference Room _____ Martinsburg Room _____ Plaza _____ Small Study Room*

Meeting Date	Start Time	End Time	Staff Use

*Small Study Room is for tutoring only.

Group Representative's Contact Information

This person will be responsible for scheduling the meeting space and for infractions of meeting space 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 Spaces**? _____ Yes _____ No

Meeting Rooms will be assigned in accordance with Martinsburg-Berkeley County Public Libraries Policy for Facility Use & Meeting Spaces. 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:

- Martinsburg Room (maximum occupancy 80): \$20.00 an hour,
- Small Conference Room (maximum occupancy 10): \$10.00 an hour
- Plaza (Outside, maximum occupancy 100): \$25.00 an hour

Cleaning Fee: A Cleaning Fee of \$20.00 will be collected if the space 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 Spaces* 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 spaces. 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: _____