



Shepherdstown Public Library

145 Higbee Lane, Shepherdstown, WV 25443
Phone: 304-876-2783

Facility Usage & Meeting Room Policy for Shepherdstown Public Library

Welcome to Shepherdstown Public Library (SPL), and thank you for choosing us as your venue. We are pleased to be able to provide 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, with the exception of groups that have a history of violence or advocate or promote violence. The Library may deny the use of meeting rooms to an applicant if in the Library's opinion: a) the purpose of the meeting or activity is illegal or potentially hazardous; b) the meeting presents health or security risks; c) the conduct of the meeting interferes with the functioning of the Library; d) the applicant has not provided satisfactory adult sponsorship and supervision for the meeting; or e) the applicant has failed to comply with these or other library regulations. Rooms may not be used for business operations or as a regular place of worship for religious organizations. Approval of all requests is at the discretion of the Library Director.

Room Rental Options

Name of Room	Maximum Occupancy	Hourly Rental Fee	Approx. Room Dimensions	Other Information
Commons Room A (Room #102)	49	Standard: \$25.00 NFP: \$15.00	23-1/2' x 14'	Includes access to restrooms and catering kitchen and use of 80" LCD television, conference table, and 32 stackable chairs.
Commons Room B (Room #103)	58	Standard: \$25.00 NFP: \$15.00	23-1/2' x 14'	Includes access to restrooms and catering kitchen and use of 65" LCD television, conference table, and 32 stackable chairs.
Commons Room A & B (Rooms #102 & 103)	107	Standard: \$50.00 NFP: \$30.00	23-1/2' x 32'	Includes access to restrooms and Catering Kitchen and use of 80" & 65" LCD televisions, conference table with 10 executive chairs, and 32 stackable chairs.
Exterior Patio	100	Standard: \$25.00 NFP: 15.00	40' x 60'	No tents or chairs provided.

Fee Information

- For-profit groups will be charged the standard rental fee for all meetings and activities. Not-for-profit groups and organizations, such as book clubs and quilting/sewing circles, will be charged the NFP rate for all meetings and activities. The rental fee is waived for non-profit organizations with 501(c)(3) status for group meeting use and other usage as may be determined by the Library Director or their designated representative. An IRS tax exempt number must be provided at the time of rental application submittal. All other non-meeting or undesignated use by non-profit organizations will be charged at the NFP rate. The fee will also be waived for free wellness care (vaccinations, meditation, etc.) and local government entities, such as the Jefferson County Commission and elected officials.
- The completed and signed Meeting Room Application form and applicable rental fees are due at least one week prior to the scheduled use of the room. The Library will acknowledge approval of the rental prior to room/patio usage.
- Accepted forms of payment are cash or check made payable to "Shepherdstown Public Library".

Space Reservation Information

- Use of the Library facility use does not constitute the SPL's 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 Shepherdstown Public Library." 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.

Space Reservation Information (cont.)

- Library-sponsored programs and activities take precedence over other activities.
- SPL's meeting spaces are available during normal operating and some evening hours. Use on Sundays will be at the discretion of the Library Director. Food and beverages are permitted.
- A key fob and instructions for deactivating and reactivating the security alarm will be issued to the renter's representative approximately two days prior to the meeting date for after-hours access to the facility. The key fob must be left in the catering kitchen upon exiting the facility, and all instructions for resetting the alarm when exiting the library must be followed.
- Use of library facilities by outside organizations or groups may not interfere with regular library operations or services.
- Members and activities of groups using meeting space during library hours must not disturb library patrons.
- It is important that organizations and individuals who use the meeting rooms understand and acknowledge that they are guests of the Library, are able to use library facilities at the discretion of the Library, and that their use of the facilities reflects that understanding.
- All persons requesting use of library meeting areas must abide by library policies, procedures, codes of behavior, and all applicable local, state, and federal laws.
- It is the responsibility of the person who signs the agreement on behalf of the renting organization to serve as the authorized representative of the group and to remain on the premises throughout the period for which it is in use, ensuring the safety and security of attendees and the library facility, as well as ensuring that attendees observe the regulations set forth in this document.
- The Library requires adult sponsorship for room use by persons under 21 years. The adult sponsor must sign the application form and attend and supervise the meeting.
- The renter shall leave the meeting room in the same condition as it was at the beginning of the meeting. If damage to the room, its furnishings, or equipment occurs during the meeting, the Library will require the applicant to pay for damages. The Library Director will assess the reasonable cost of repairing the damages caused during the meeting and will notify the renter of the damage assessment. The renter shall reimburse the Library for the damages by paying the assessed amount to the Shepherdstown Public Library within thirty (30) days of receiving notice of the damage assessment. The Library reserves the right to pursue legal action against any renter with an assessed amount of damage in arrears more than 90 days.
- Shepherdstown 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, the renter's 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 opened for other usage.
- No equipment or other items belonging to a group may be left in the library between meetings.
- Unless otherwise approved, spaces can be reserved up to 3 months in advance or longer at the discretion of the Library Director. For recurring meetings, the group representative must fill out a new application each year.
- If two or more applicants request the same room for the same time and date, the Library gives priority to the applicant who first requests the room, unless the Library has reserved the room to conduct library-related functions or there is a need to ensure a balanced, flexible, and appropriate use of available meeting rooms by all applicants. The Library reserves the right to deny permission to use a meeting room or to substitute facilities.
- If a renter decides to cancel a scheduled meeting, they shall notify the Library of the cancellation as soon as practicable; the library would prefer notice at least one week in advance.
- Organizations desiring to reserve a meeting room at the Shepherdstown Public Library must agree to the Facility Usage and Meeting Room Policy and submit the completed Meeting Room Application with all applicable required fees.



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Meeting Room Application

Name of Organization/Group: _____

Purpose and/or Type of Meeting: _____

Type of Organization: _____ Non-profit Organization _____ Government _____ Not-for-profit Organization
_____ Business or For-profit Organization _____ Other

Will your organization charge a fee for persons attending this meeting? _____ Yes _____ No

Expected Number of Attendees: _____

Meeting space you are interested in reserving (use a checkmark for the meeting space(s) desired):

Commons Room A _____ Commons Room B _____ Commons Rooms A & B _____ Exterior Patio _____

Meeting Date: _____

Start Time: _____ **End Time:** _____

Renter 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 Shepherdstown Public Library's *Facility Usage & Meeting Room Policy*. Groups must abide by the rules set forth by this policy. Please allow sufficient time at the end of your meeting for clean-up.

Rental Fees:

- Commons Room A: (maximum occupancy of 49): Standard: \$25.00 per hour / NFP: \$15.00 per hour.
- Commons Room B: (maximum occupancy of 58): Standard: \$25.00 per hour / NFP: \$15.00 per hour.
- Commons Rooms A & B (maximum occupancy of 107): Standard: \$50.00 per hour / NFP: \$30.00 per hour.
- Exterior Patio (maximum occupancy of 100): Standard: \$25.00 per hour / NFP: \$15.00 per hour.
- The completed and signed Meeting Room Application form and rental fees are due prior to the scheduled use of the room.

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 Facility Usage and Meeting Room Policy, 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 Renter's Representative: _____ Date: _____

This application may be dropped off at the library or submitted by email to rooms@sheplib.org.

Rental Fee: \$ _____ **Amount Paid: \$** _____ **Date Paid:** _____ **Payment Type:** _____
(if check, check #)