

## 5. FACILITIES

### 5.1. MORGANTOWN PUBLIC LIBRARY MEETING ROOM POLICY

In support of the mission of the Morgantown Public Library System, the library makes available meeting rooms as a community service to meet the diverse civic, cultural, educational, and social needs of our community.

The Morgantown Public Library System, under the general guidelines of the Library Bill of Rights, shall make meeting rooms available to any non-profit, individual, or organization, at reasonable or no charge, during library hours, on an equitable basis without regard to race, religion, color, national origin, ancestry, sex, age, blindness, disability, sexual orientation, gender identity, familial status, or veteran status. For the purposes of this policy any non-profits, individuals, or organizations will be referred to collectively as groups.

Groups requesting space must be law abiding and non-discriminating.

#### *Rooms and Availability*

The Library meeting rooms are multi-purpose spaces designed for varied activities such as lectures, workshops, meetings, performances, and other gatherings. Meeting rooms may be equipped with furnishings including tables, chairs, and AV equipment to facilitate open access to gathering spaces for all groups.

The Library will provide public access to two meeting rooms at the Morgantown Public Library: Meeting Room A and Meeting Room B. The maximum capacity of each room shall not exceed the following:

- Meeting Room A (30 people)
- Meeting Room B (12 people)

Meeting rooms for the public shall be reserved on a first come, first served basis, with priority always given to library meetings or programs.

No rooms shall be booked for meetings held regularly on a permanent basis. No meeting room shall be reserved by a group more than 60 days in advance. No group is permitted to have more than 4 upcoming room reservations at a time unless prior approval is given by the Director or designated Staff Member

All meeting rooms are available during public service hours from 30 minutes after opening until 30 minutes before closing. After hours meetings are not permitted by the Library.

The Library reserves the right to impose a limit on the frequency that meeting rooms are reserved by any group. To promote the accessibility of the meeting rooms to a wide variety of groups, the Library may limit the number or length of meetings during any time period for any group.

### *Cancellations and Library Closures*

No group shall be denied its place to meet once reserved except for reasons of library activities, personal safety or security, inclement weather, or a library disaster, or for mutually overriding reasons.

When changes or cancellations must be made, the library will make every effort to make contact with the registered representative of the group between 24 and 72 hours prior to scheduled room reservation.

Cancellations by any group should be made 24 hours in advance.

### *Rules for Room Use*

All groups must abide by the Library's general rules for room use as follows:

- All groups shall adhere to the Library Public Code of Conduct
- Groups shall adhere to general library policy with regard to smoking, alcoholic beverages, controlled substances, soliciting, etc.
- Any group hosting programs for minors must have responsible adult sponsors present.
- Groups may not charge admission, accept donations, nor take collections.
- No group shall sell or in any way advertise or distribute merchandise.
- For all meetings, only the room reserved may be used. No group is permitted use of corridors, staff areas, unreserved rooms, etc.

Groups may provide light refreshments at their meetings. Light refreshments are limited to bottled water, coffee in covered containers, packaged snacks, donuts and/or cookies. If other refreshments or food will be provided, prior approval from the Library Director or designated Staff Member is required and a \$50 cleaning fee will be charged. Any fees must be paid prior to use of any meeting room.

### *Groups Responsibilities for Room Use*

All groups must acknowledge and accept the following responsibilities:

- The group shall hold itself responsible for any damage to meeting rooms, furnishings, or equipment, except for normal wear and tear, mechanical failure

obviously not caused by the group, or acts of God. The cost of any damages must be borne by the group.

- Groups shall be responsible for maintaining order at all times and ensure the cleanliness and orderliness of the room. Library staff cannot assist with meetings or the arrangement of the meeting room.
- Groups using the rooms shall be responsible for setting up chairs, tables and other equipment, and at the conclusion of the meeting returning them to where they were originally placed prior to the meeting.
- Groups shall bear complete responsibility for general safety of their group and the general library public during meetings. Failure to do so shall be cause for dismissal and/or future denial of meeting room privileges.
- Publicity for any and all meetings shall be the responsibility of the group. Any publicity materials used (placed) in the library must be approved beforehand by library staff. The Morgantown Public Library or its branches may not be used as an address or as a headquarters of any organization.
- No group is permitted to use the Library's logo nor to imply Library sponsorship or endorsement of the meeting in any printed or electronic advertisement.
- Any group wishing to display or use items of unusual value and/or of historical, antique, artistic or other value shall hold the library blameless for any loss or damage. Groups are totally responsible for the care and protection of their own equipment, exhibits, program materials, etc.

All groups will receive written notice of this policy and shall indicate their agreement prior to using any meeting rooms.

Refusal to acknowledge, accept, or abide by the rules and responsibilities contained in this policy by any group will result in immediate termination of the scheduled meeting and/or the possible revocation of any future meeting room use privileges.

#### *Disclaimer and Library Rights*

Permission to meet or display in the library does not constitute endorsement of any aspect of a meeting or display. Furthermore, the Board of Trustees and the library staff neither endorses, approves, or disapproves the viewpoints of those groups holding meetings in the library.

The Director is authorized to deny permission to use the meeting rooms to any group that is disorderly, destructive, or violates these regulations. The decision of the

Library Director shall be the determining and final factor in interpreting the use of the meeting rooms.

All groups shall hold harmless the Morgantown Public Library, the Board of Trustees and library staff and any governmental utility supporting the library of any damage or injury suffered because of or resulting from use of the facility or equipment.

Reviewed and adopted by the MPLS Board of Trustees on January 8, 2026

## 5.2. DISPLAY CASE POLICY

When not in use for Library displays, the case located in the Morgantown Library's main floor may be used by non-profit community groups and organizations which are not partisan political or sectarian religious. The display must be visually appealing and primarily artistic, creative, and graphic or three-dimensional in nature. Works of art, crafts, sculpture, photographs, and the like may be included in a display. Items of a commercial nature and items which are for sale may not be included. An assortment of printed items with little or no visual contents is not considered appropriate. Final decision about the appropriateness of a display and its theme rests with the Library Director.

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### 5.2.1. RESERVATIONS

Reservations for use of the display case must be made with the Library Administrative office. The maximum length of time for any display is three weeks. The organization is responsible for putting the display up and taking it down on the last day of the booked time period. The display must include the name of the organization and individual responsible for the display.

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### 5.2.2. SECURITY/LOSS

The display case has a lock which the using organization is responsible for locking. The Library assumes no responsibility for theft, loss of, or damage to materials placed on display, or for injury to persons or property resulting in any way from the organization's use of the display case.

## 5.3. DISSEMINATION OF FREE MATERIAL

Free material may be distributed in the Library subject to availability of space. The Library, at its discretion, may determine the location, number of copies and length of time displayed. Materials posted without Library approval will be removed.