



The Corporation of Shepherdstown is accepting rental applications for occupancy in the Market House located at 100 E. German Street, Shepherdstown, WV. This historic building is located in the heart of town and is an icon of Shepherdstown's rich history. The Market House most recently housed the Shepherdstown Public Library.

The Market House consists of two stories and is constructed of brick with a standing seam roof. The total square footage is 2,280. The building is ADA accessible on the first floor only. The restroom will be updated to ADA standards. The Market House is currently being renovated and the Corporation will work with the selected tenant in regard to changes and occupancy availability.

Applications are due by Friday, March 17, 2023, and can be emailed to jimauxer@yahoo.com, mailed to P.O. Box 248, Shepherdstown, WV, 25443, or hand delivered to Town Hall at 104 North King Street, Shepherdstown, WV. For further information, please contact Jim Auxer, Mayor, at 304-876-2605.

To be eligible to occupy the Market House, you must meet the criteria listed on page 2.

CRITERIA FOR OCCUPANTS OF THE MARKET HOUSE

The mission and activities of the organization(s) and the intended use(s) of the building must be consistent with the historic nature and central location of the building and contribute to the values and priorities of Shepherdstown.

Retail services will be discouraged as well as any services that would directly compete with present businesses.

The lessee(s) should have a track record of fiscal responsibility and general management of property.

The lessee must be flexible and accommodating to the community's needs, including but not necessarily limited to:

- allocating a portion of the space (approximately 86 sq. ft.) for the Shepherdstown Library book pick up and drop off and potentially 2-3 computer terminals for public use;
- allowing public access to an ADA restroom;
- potential allocation of space for local civic and non-profit organizations to promote events for the good of the community; and
- allowing second floor access for other uses to be identified.

We are seeking a lessee for the first floor at this time; however, we are willing to discuss rental of both floors should that support your needs and meet the criteria outlined herein.

Market House Rental Application

Date: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

Social Media links: _____

Individual Contact Name: _____

Address: _____

Phone: _____

Email: _____

Preferred Occupancy Date: _____

What is the mission of your organization? _____

Please explain your intended use of the Market House including all activities and anticipated business hours. _____

How do you see your purpose and use to be compatible with the historic nature of this building as well as its central location? How do you envision your presence will serve the Shepherdstown community? _____

What reassurances can you offer regarding your fiscal and management responsibility? _____

What opportunities or challenges do you envision in sharing the space with other organizations? _____

Do you have or anticipate any issues with the noted criteria? _____

What is your rent expectation? _____

What else would you like us to know about your interest in leasing the historic Market House?

Signature/Title of applicant _____

Date