

Meeting Rooms Policy

It is the intent of the Yankton Community Library to encourage community groups to use the library meeting rooms for educational, cultural, and civic purposes. In scheduling the library's meeting rooms, priority is given to library-sponsored events/programs and city government functions. The library reserves the right to grant, deny, or revoke permission to use any meeting room. In rare circumstances, reservations already confirmed may be cancelled to allow use of a room for library purposes. Refer to the library director with any questions regarding the purpose of a requested reservation.

A library card is not required to reserve a meeting room, but reservations must be made by an individual 18 years of age or older. Reservations for the room will be made on a first-come, first-serve basis with at least a three (3) day notice preferred. The meeting room can be booked up to three months in advance. **The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's events, policies, or beliefs by the library or the City of Yankton.** Groups should clearly indicate in their advertisements and news releases who is sponsoring the event. As a requirement of utilizing the meeting room, the following disclaimer shall be added to any marketing (including all online social media posts) by the event hosts using one of the library's meeting rooms:

THIS PRIVATE EVENT IS NOT HOSTED, SPONSORED, OR ENDORSED BY THE YANKTON COMMUNITY LIBRARY OR BY THE CITY OF YANKTON.

The meeting room reservation may be cancelled at the discretion of library staff if the event host fails to include the necessary disclaimer language or if the event host falsely gives the impression that it is a library sponsored event. In keeping with the decorum of the library's atmosphere, parties, receptions or showers are not permitted in the meeting room.

Reservations may be made in person, in writing, or by telephone. A Meeting Room Use Agreement must be completed by the reserving party prior to the first use and renewed annually for continued meeting room use. A copy of this agreement will be offered to users at time of signature and available by request.

The library meeting rooms are available for use during the hours of regular library operation. All for-profit groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour, in hourly increments, while not-for profit organizations may use the facilities free-of-charge. Minor exceptions, such as private tutoring or other such lessons may be granted at the discretion of the library director. In rare circumstances, the library director may allow groups to meet beyond the hours of library operation; in such cases, all groups will be charged an hourly usage fee of twenty-five dollars (\$25) per hour.

Use of the meeting rooms is subject to the following rules:

1. Rooms must be vacated ten (10) minutes before the library regularly closes.
2. Light refreshments may be served but no cooking is allowed.
3. Sponsoring groups are responsible for setting up and returning all equipment and

furniture to its proper place and for the deposit of all trash in the containers provided.

4. The use of the library's audiovisual equipment is permitted free of charge, but must be scheduled in advance. Library staff can assist with set up and questions, but will not operate the equipment during the event.
5. Youth groups must be supervised by an adult.
6. Groups who are using the meeting rooms may not charge an admission fee, solicit donations, sell products or materials, seek membership fees, or payment of dues. Scheduled library performers and presenters may be able to sell their goods with prior approval from the library director.
7. In order to provide an opportunity for all groups to use the library's Meeting Room, any one person or organization is limited to booking the meeting room one time per month, in two-hour increments. However, this can be waived by the library director.
8. The reserving group is responsible for any/all damages to the room or to equipment as well as clean-up. If library staff are required to clean up after a group has used the meeting room, minimum charges for clean-up and/or damage will be twenty-five dollars (\$25). All charges will be based on the cost of the repair and the reserving party will be billed. All bills must be paid before the room can be used again by that same party.
9. **Indemnification.** Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.