

2023

YANKTON COMMUNITY LIBRARY MEETING ROOM USE AGREEMENT

Use Fees

Not-for-profit organizations: No fee.

For-profit organizations: \$25 per hour in hourly increments. Requires director approval.

After hours use fee for all organizations: \$25 per hour in hourly increments. Requires director approval.

Minimum Damage Fee: \$25. Determined and assessed by director.

Name of Organization _____

For-profit

Not-for-profit

Contact Name _____

Contact Phone Number _____

Contact Email Address _____

Organization Address _____

Meeting Purpose/Function _____

MEETING(S)

Date/Time Desired _____

Will this be a recurring meeting? If so, when? _____

*Per policy requesting the meeting room for more than one time per month or for longer than two-hour increments require director approval.

Approximate Group Size _____

Staff Use Only

Director's approval for recurring meeting _____ Director initials & date _____

Equipment needed? Please list: _____

Room Available? _____ Scheduled by: _____ Fee paid? _____

Whole Room

Half Room

Research Room

Director's notes _____

Copy of agreement and policy offered to patron: Date _____ Staff Initials _____

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.

I have read and signed the application and agree to comply with all the rules of use for the meeting room. This form needs to be completed annually **BEFORE** meeting room use. Send in via email, mail or fax: library@cityofyankton.org; 515 Walnut St., Yankton, SD 57078; (605) 668-5277.

Signature _____ Date _____