

CITY OF YANKTON  
DEPARTMENT OF PARKS AND RECREATION

**CITY HALL GYMNASIUM RENTAL FORM**

Organization Making Request:

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Application By:

Eva Orr

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Dates & Hours Requested:

Saturday, April 24, 2010 8:00am-12:00am

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Type of Activity:

Wedding Reception

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**ADDITIONAL TERMS**

The Renter Agrees To:

1. Abide by all rules and regulations set by the City of Yankton for use of the gymnasium.
2. Be held responsible for damages involving city-owned equipment and facilities being used by renter.
3. Provide Proof of Liability Insurance Certificate if requested.
4. Pay full rental fees prior to date(s) gymnasium is to be used. Payment to be made in cash or check. **Reservation fees are not refundable.** A \$100 deposit may be required for certain types of rentals.
5. Leave floor clean, swept, and free of trash. Areas of sticky spills must be mopped. Water and mop are located in the garage area in the SE corner. Make arrangements for removal and disposal of all garbage and trash. Renter may haul their own trash or purchase and attach \$1.50 trash tag to each bag that will then be hauled.
6. Forfeit deposit and replace existing locks and keys if an issued key is lost. The key for the City Hall gym may be picked up at the Summit Activities Center during open hours at 1801 Summit, prior to the scheduled rental. You may call the Summit at 668-5234 to receive the open hours schedule. ***A \$10.00 deposit is required in separate cash or check prior to key being released and will be returned once key has been returned to the Summit.***
7. Permission for consumption of alcoholic beverages on premises must be obtained from the Board of City Commissioners.
8. Whenever permission has been given allowing the serving/consumption of alcoholic beverages at dances or similar events, a uniformed, off-duty law enforcement officer must be present unless requirement is waived. Arrangements for this must be made with and approved by the Chief of Police.

9. All applicable licenses and fees for dances, vendors, alcoholic beverages, etc., must follow procedures established by City Ordinances.
10. As established by City Resolution No. 94-47, no smoking is permitted in city facilities.
11. The tennis mat may be rolled up and placed at the south end of the gym by city staff at no cost. However, if it is to be removed from the building, there will be an additional cost of \$300. Therefore, this should be taken into consideration when planning for use of the area.
12. Vending machines in City Hall must remain where located, operable, and available at all times. Any method used to indicate the machines are inoperable is not permitted.

It is understood that consideration of this application is contingent upon the facility not being used for city-sponsored activities. The City of Yankton does not insure these or similar events, any risks taken will be the renters. It is further understood that the City of Yankton and/or any of its employees will be held harmless from any and all claims for damages, injuries or losses arising out of or in any way related to the use of the facility during the time the premises are occupied by the renter.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ 1016 East 12th Street Yankton, SD 57078 \_\_\_\_\_

**Telephone Number:** (Home) \_\_\_\_\_ 660-6345 \_\_\_\_\_ (Work) \_\_\_\_\_

**Applicant's E-mail:** \_\_\_\_\_

Please return this signed form and rental fee to the Department of Parks & Recreation, P.O. Box 176, Yankton, SD 57078 before scheduled date of use.

Applicant's  
Rental Fee:     \$125.00    

Rec. #: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:     Alcohol permission is requested.      
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