

## Meeting Room Policy

It is the intent of the Yankton Community Library Board of Trustees 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. If not already reserved, library meeting rooms are available to outside groups. 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, when necessary. Refer to the Library Director with any questions regarding the purpose of a requested reservation.

Reservations for the room will be made on a first-come, first-serve basis with at least 3 days' 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 policies or beliefs by the library or the City of Yankton. 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, via our online reservation system, or by telephone. A Meeting Room Use Agreement form must be completed by the reserving party prior to the first use.

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 \$25 per hour, 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 \$25 per hour.

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

1. Rooms must be vacated five (5) 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 refuse in the containers provided.
4. The use of the library's audiovisual equipment is permitted but must be scheduled in advance. Library staff can assist with questions, but will not operate the equipment.
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. The only exceptions are in the case of paid registrations necessary to cover expenses for institutes held in cooperation with the library or payment of fees for non-credit adult education courses regularly conducted by established educational institutions. In either case, special permission must be obtained from the Library Director.

7. Any one person or organization is limited to booking the meeting room one time per month. 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. Minimum charges for damage and clean-up will be \$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.