



Meeting Date: \_\_\_\_\_

## YANKTON COMMUNITY LIBRARY MEETING ROOM USE AGREEMENT 2026

Name of Organization: \_\_\_\_\_

**Not-for-profit:** No fee. Minimum Damage Fee: \$25. Determined and assessed by director.

**For-profit organizations:** \$25 per hour in hourly increments.  
*Requires director approval.* Minimum Damage Fee: \$25. Determined and assessed by director.

**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.

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, **requires director approval.***

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Meeting Purpose/Function: \_\_\_\_\_

Equipment needed? Please list: \_\_\_\_\_

Approximate Group Size: \_\_\_\_\_

Staff Use Only

Whole Room  Half Room  Research Room

Invoice Needed  Date Invoice Sent \_\_\_\_\_ Fee paid?  Date Fee Received \_\_\_\_\_

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

Director's approval needed  Director initials & date \_\_\_\_\_

Director's notes \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**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.

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.

I have been offered a copy of the meeting room policy, along with information on where to access all current Yankton Community Library Policies.

I have read and signed the application and agree to comply with all the rules of use for the meeting room.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_