

Cromwell Police Department

Community Room

General Guidelines

- You must meet with someone before your event and review the room in order to make the necessary arrangements. Please call Records between 8:30 a.m. and 4:00 p.m. at 635-4647 to reserve the meeting room or for more information.
- Please be aware, that at times, due to circumstances beyond our control (major crimes or other emergency situations) your use of the community room may be cancelled at any time.
- The room holds a maximum of 24 people. There is parking is along the fence by the baseball field, but please **leave the stalls for police business empty**. Additional parking is along the side of the Town Sewer Building.
- Please let the dispatcher know when you arrive and when you leave.
- You must bring your own coffee supplies. Only the machine is provided. (Don't forget to turn off the coffee pot when you leave.)
- Please leave the room as you found it, and remember to turn off the lights.

Miscellaneous Information:

The remote controls for the TV and VCR are usually located on the podium stand or on the TV on the right hand side.

There is a projection screen above the white board. It operates by a wall switch, located to the right of the white board. **Do not** operate the screen manually, use the switch for up/down operation.

There is a bathroom located in the foyer, between the double doors in the lobby.

Cromwell Police Department Procedures for Use of Community Room

1. Since the facility to be used is public property, the community room will be available for meetings and activities of Cromwell non-profit, civic, cultural, and educational organizations or those otherwise approved by the Chief of Police.
2. Permission to use these facilities does not constitute an endorsement by the Cromwell Police Department of any group's purposes, beliefs, policies or activities.
3. Priority will always be given to Official Cromwell Police Department Business when there are conflicts of time and space. This priority may be exercised at any time, which may lead to last minute need to cancel permission granted to another organization.
4. Applicants will be responsible for holding the Town of Cromwell, and the Cromwell Police Department harmless from any liability claim arising from the use of any area.
5. The Chief of Police is responsible for scheduling and approving the use of the community room. Requests to use the room are available in the Records Division. The Chief of Police reserves the right to reject any application or to cancel the privilege of use by any group, if, in the Chief's opinion, said group might cause undue hardship on the staff or the facility.
6. NO SMOKING and NO CONSUMPTION OF ALCOHOLIC BEVERAGES OR DRUGS will be allowed in the building.
7. Applications for the community room must be submitted to the Chief of Police no less than two weeks prior to the event. The facilities are not available on holidays observed by the Town of Cromwell and on other days as determined by the Chief of Police.
8. Applicants using the community room shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
9. Furnishings for the community room will be that only provided by the Police Department. The Town will not be responsible for equipment, supplies or materials provided by the applicant.
10. Clean up for serving refreshments will be the responsibility of the applicant.
11. The Chief of Police reserves the right to deny future applications from any individuals or groups who do not fully comply with the preceding rules.

Cromwell Police Department

Request for Use of Community Room

Date of Request:	
Requested By:	
Name of Organization:	
Address:	
Telephone:	

Date of Event	
Type of Event	
Start Time	
End Time	
Number of People	

Circle Equipment You will be Using:

TV/Monitor VCR Projection Screen Coffee Machine Other: _____

I have been instructed in the proper use of the equipment and gone over the rules regarding usage of the community room. It is hereby agreed that the above named organization requesting use will be fully responsible for the care of the facilities requested and the supervision of all persons entering in connection with this activity. It is further agreed that this organization will reimburse the Town in full for any damage to Town or Police Dept. property resulting from use as requested herein.

I have read the guidelines on the attached form and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all rules and procedures stated herein.

Date _____ Signed _____ Reviewed room with: _____

Approved By: _____ Date: _____
Chief of Police or his Designee