

# GUILFORD POLICE DEPARTMENT

## REQUEST FOR COMMUNITY USE OF MEETING ROOM

### Application for Approval:

This shall be the approved form for application for use of the Joe Montesano Meeting Room. The use of this form may be waived under emergency conditions by approval of the Chief of Police.

The Joe Montesano Meeting Room is available to all Town Commissions, Non-Profit groups in the Community, and residents of Guilford. At no time should admission or fees be charged for the use of this room or for any materials distributed during the event/meeting.

This form must be submitted to the Chief's Office at least 14 days in advance of an activity.

Date(s) Requested: \_\_\_\_\_

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

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Size of Group: \_\_\_\_\_

Benefit Of: \_\_\_\_\_

Hours Requested: Begin (preparation) \_\_\_\_\_

Activity \_\_\_\_\_

End (clean up) \_\_\_\_\_

Total: \_\_\_\_\_

Special Equipment Required (if available): \_\_\_\_\_

Decorations (if any) \_\_\_\_\_

The on-duty Sergeant is responsible for ALL issues relating to building safety and proper usage. The Sergeant is the on-site agent of the Chief of Police and should be regarded as such. Users of these facilities are liable for any damage to Guilford Police Department property. **Set up and clean up are the responsibility of the Person Responsible, listed above.**

No smoking or alcohol is allowed in the building and consumption of food and/or beverages is confined to restricted areas only.

**Police use of the meeting room shall always take precedence. If an emergency situation arises, the meeting room would become unavailable at a moment's notice.**

Chief's Action: Use Approved [  ] Use Not Approved [  ] Date Requested not Available [  ]

\_\_\_\_\_  
Chief of Police

