

Minneapolis Police Department

APPLICATION FOR RESERVATION OF PRECINCT COMMUNITY ROOM

(Clearly Print all Information)

Group/Organization Name: _____

Adult Representative: _____

Daytime Phone #: _____

Alternate Adult Representative: _____

Daytime Phone #: _____

Date of Use: _____

Beginning Time (include arrival for set-up): _____

End Time (include time for clean-up): _____

While every effort will be made to ensure your reservation, the City of Minneapolis may need to cancel reservations should a Police or City need arise.

I have read, understood and agree to adhere to the rules and regulations (see attached) set forth by the Minneapolis Police Department regarding use of the Minneapolis Police Department Community Meeting Room.

Signature of Adult Representative

Date

Official Use Only:

Date Application Submitted: _____

Received by: _____

PRECINCT COMMUNITY ROOMS

When not needed for official MPD business, the community rooms at each precinct shall be made available to community groups for public safety related meetings. The Precinct Commander or his/her designee shall determine whether a legitimate public safety reason exists. All community groups shall have equal access.

The following policy (numbered 1 through 15) shall be adhered to:

1. Community rooms are scheduled on a first come, first served basis.
2. All meetings shall be open to the public.
3. Meetings involving the sale or promotion of commercial products or services are prohibited.
4. Meetings involving the campaign of political candidates or parties are prohibited.
5. No admission fee, registration fee, donation or monetary solicitation may be sought by meeting organizers.
6. Any group or organization interested in using a community room must first fill out a "Community Room Reservation" form. This form is available at the precinct stations and online at the MPD website. These forms shall be submitted at least one week prior to the scheduled meeting date. Subsequent reservations can be made by telephone.
7. Reservations will not be confirmed until the reservation form has been completed, signed and processed. This may be done at the precinct if the paperwork is completed.
8. Groups may reserve space for up to six meetings in a six-month period. No single group may have more than six meetings in a six-month period unless written approval is obtained from the Precinct Commander.
9. An adult representative must be present during the meeting.
10. Reservations may be canceled at any time by the precinct should a Department or City need arise. If a cancellation is necessary, the requestor will be contacted by the precinct.
11. Users agree to accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

12. The group/organization is responsible for cleaning the meeting room after use and may be assessed a cleaning fee if not properly cleaned.
13. Meetings must be held during the hours of 0800 (8 a.m.) - 2200 (10 p.m.) and must end on time.
14. Alcoholic beverages are prohibited.
15. Failure to abide by the above policy may disqualify the group or organization from future use of these facilities.