



ADMINISTRATIVE POLICY



Meeting Room Reservation Policies and Procedures

The Community Room at the Sherwood Police Department is available for reservation Monday through Friday, 9:00 a.m. to 4:00 p.m. to governmental, intergovernmental and not-for-profit organizations. Please contact the Police Department at 503-625-5523 to check room availability and to request a Room Use Application.

Making a Reservation:

- All reservations require submission of a *Room Use Application*. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
- Applicants must be 21 years of age or older.
- The *Room Use Application* must be received a minimum of ten (10) business days prior to the reserved date. Reservations may not be made more than sixty (60) days in advance, and no more than one reservation can be made within a thirty (30) day period. No reservations can be made on an on-going basis without prior authorization and then only under special circumstances.
- Upon approval of the *Room Use Application*, a copy of the approved application will be emailed to the applicant. The applicant must bring a copy of the approval on day of use.
- *Please note hours of operation begin at 9:00 a.m.* The room must be vacated by 4:00 p.m. so staff can complete the room check.
- The "*Checklist for Meeting Room Users*" must be turned in at the end of the scheduled room reservation time. The reservation is only for the main room and does not include the kitchen, lobby or other rooms.

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General Information

1. All tables and chairs must be stacked and returned to their original location prior to room reservation.
2. Use of the audio-visual equipment requires special approval and assistance.
3. Police Department staff cannot provide supplies or office support. Office equipment, including telephones, copy machines or coffee makers are not available to room users.
4. Activities must not be disruptive to others present in the building.
5. Parking is available in the front lot and is limited to 49 spaces.
6. Functions occurring in reserved rooms must not violate any City of Sherwood ordinances or state statutes. Failure to follow these *Policies and Procedures* may result in room use privileges being revoked. The following must not be violated:
 - a. Use of open flames, candles, glue, confetti and glitter are not allowed in City rooms.
 - b. Smoking is prohibited in any location inside the building and within 50 feet of any door.
 - c. Alcohol is not permitted in or on the premises of City buildings.

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Damage and Cleaning Clause

By signing the Room Use Application you are agreeing to the following:

1. Rooms must be left clean and undamaged. The room, including carpet or tile, is left clean and the furniture is in the original configuration. The City is unable to furnish cleaning supplies, mops, brooms or vacuum cleaners; therefore, you will need to bring your own. All trash cans must be emptied.

The room user may also be liable for:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism, or misuse.
2. Additional expenses incurred by the City to clean room(s) if not left in the same condition as found.

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City Liability:

All groups or individuals using City meeting rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

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Cancellations:

Please submit cancellations, in writing, no less than 48 hours prior to the scheduled event.

All efforts will be made to keep approved room reservations intact; however, the City retains the right to relocate or cancel a function if necessary. If it becomes necessary to cancel your event, we will make every effort to find you a suitable replacement location.

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Submitting an Application:

Please mail, deliver, email or fax application and initialed policy to:

Sherwood Police Department, Attention: Angie Hass, 20495 SW Borchers Drive, Sherwood, OR 97140

(Email: policeinformation@sherwoodoregon.gov, Fax: 503-925-7159)