

 <p>ROWLEY POLICE DEPARTMENT POLICY &amp; PROCEDURE NO. <b>82</b></p>	<p>ISSUE DATE: July 1, 2019</p>
<p>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:</p>	<p>EFFECTIVE DATE: July 1, 2019</p> <p>REVISION DATE: July 1, 2019</p>

## Meeting Room

### 82.1 GENERAL CONSIDERATIONS AND GUIDELINES

The Rowley Police recognize that training and community sponsored programs are consistent with many of the goals of the Rowley Police Department and encourage public use of the Rowley Police Department's meeting room.

### 82.2 Definition

**Meeting room:** Refers to room number 123 the adjacent hallway and the Women's and Men's restrooms.

### 82.3 Eligibility of Users

In general, the Rowley Police policy permits use of the Rowley Police meeting room by:

- Community organizations including cultural, literary and artistic groups
- School,
- Service and social welfare organizations;
- Clubs and organizations concerned with civic improvement;
- Governmental meetings;
- Local businesses or industries sponsoring informational or educational meetings;
- Training of Rowley Police Personnel and other Law Enforcement Agencies

The Rowley Police Chief or his designee may grant permission to use the meeting room to groups fulfilling the requirements listed in this document. These requirements include but are not limited to the following:

- The groups must be non-profit.
- No solicitation is allowed.
- The group must serve the Rowley area.
- Adult sponsors must be present for youth and children's groups.

Permission will be denied to any group or individual for any meeting whose purpose is illegal or potentially hazardous; whose conduct would interfere with the proper functioning of the Police Department; or when satisfactory adult sponsorship is not provided. Rowley Police Department functions have priority in the use of the meeting room.

Examples of ineligible uses include:

- Purely commercial use of the facilities. The sale of products or services is not allowed unless in conjunction with a Rowley Police Department fundraising event.
- Use by groups that were responsible for damage to Rowley Police Department property or which have disregarded Rowley Police Department rules during previous uses of the facility.
- Use of the meeting room does not constitute an endorsement by the Rowley Police Department of points of view expressed by participants. No advertisement or announcement implying such endorsement will be permitted.
- Organizations may not use the name or address of the Rowley Police Department as their official address.
- Individuals coordinating meetings normally are allowed access to meeting room up to one-half hour before the meeting is scheduled to begin. Arrangements for longer set-up time sometimes can be arranged.
- The Rowley Police Chief or the Executive Officer has the authority to deny the use of the Rowley Police Department meeting room to any individuals or groups that fail to comply with the intent of this policy.

## **82.4 Meeting Room**

At no time should attendance at a meeting or event exceed the safety capacity numbers. If additional seating is needed for a meeting or event, ask the Officer in Charge for information on obtaining additional chairs.

The current configuration of the meeting room allows for seating of thirty people. An additional 10 chairs can bring the total number of 40.

An 85-inch wall-mounted Smartboard display is available for use. Connections available are HDMI, VGA, and RCA.

The Rowley Police Department is not responsible for lost, damaged, or stolen personal items.

A small kitchen is adjacent to the room and can be used for serving light refreshments.

If a program includes refreshments, the following policies apply:

- Food and/or drink are allowed only in the Meeting Room.
- Patrons serving refreshments must clean up the area and dispose of their trash.
- No alcoholic beverages are allowed in the Rowley Police Department or on the building premises.
- No smoking is allowed in the Rowley Police Department or on the building premises.

## **82.5 Guidelines for Regularly Scheduled or Frequent Users.**

Organizations normally are limited to twelve meeting room uses during a calendar year to allow broad public access to the meeting room space. Exceptions may be granted by the Rowley Police Chief.

## **82.6 Reservation Forms**

Forms are available at the Rowley Police Department or can be downloaded from the web site at <http://www.rowleypolice.com/forms-applications>. A tentative booking may be made by telephone to the Administrative Secretary; however, a booking is not official until the Rowley Police Department receives the signed Reservation Form from an individual of the group intending to use the meeting space.

A representative of the organization requesting use of the meeting room must sign the Reservation Form, be in attendance at the meeting, and assume responsibility for:

- Room set-up, the arrangement of chairs, tables, and equipment in meeting space.
- Proper use of the room.
- Cleanup of the room and returning chairs, to the condition in which they found it.

All requests of the Meeting Room will be made and maintained by the Administrative Secretary. The Administrative Secretary will maintain a calendar to coordinate use of the room and avoid conflicts.

## **82.7 Conduct in the Meeting Rooms**

Appropriate behavior is expected in the meeting room. All persons using the meeting room are responsible for the setup, reasonable care, cleanup of the room, and will be held monetarily responsible for any damage. Groups using the facilities may not attach anything to the walls or furnishings of the meeting room.

## **82.8 Cancellations and Rescheduling**

If a meeting is canceled for any reason the Rowley Police Department must be notified by telephone or email. If an organization does not show up for a meeting and has not canceled the Rowley Police Department will attempt to notify them to confirm the cancelation.

In case of an unforeseen emergency, the Rowley Police Department may require the group to reschedule another meeting time.

The Rowley Police Department Staff have the right to reschedule events that conflict with Police sponsored programs or special event. The decision to reschedule or reassign can be made by the Rowley Police Administrative secretary and she/he will resolve any conflicts or questions regarding reservations.