



City of Franklin Police Department Community Room Policy & Guidelines

Who may use the room:

City of Franklin governmental bodies, intergovernmental organizations with which the City of Franklin (or its Police Department – hereafter referred to as “City” or “Police Department”) is affiliated, other local governmental agencies, and subsidiaries of local governmental agencies may request to reserve the Franklin Police Department Community Room (“Community Room”).

Other Franklin-based non-profit, City-related entities may request use of the Community Room on an “as available” basis, and in accordance with these Guidelines.

The Police Department may occasionally permit special use of the Community Room for Franklin-centered community events by non-profit groups, if the event is open to all Franklin residents.

No outside entity may charge attendees a fee for attending any special event or program held in the Community Room.

Reservation Policies:

Advanced Reservations Accepted

Reservations should be made at least 14 days prior to the event.

Hours Available

Monday – Friday: 8am-5pm

No reservations will be accepted on holidays observed by the City.

Cancellation

Cancellations by applicant must be made at least five days prior to the event.

The Police Department reserves the right to cancel a reservation at any time, ~~with no notice~~, in order to accommodate Police or City business. The Police Department will attempt to give reasonable notice of a cancellation whenever possible.

Damage

If the applicant fails to restore the room to its prior condition, the applicant will be assessed a \$100 fee, and may be held responsible for any additional costs incurred by the City.

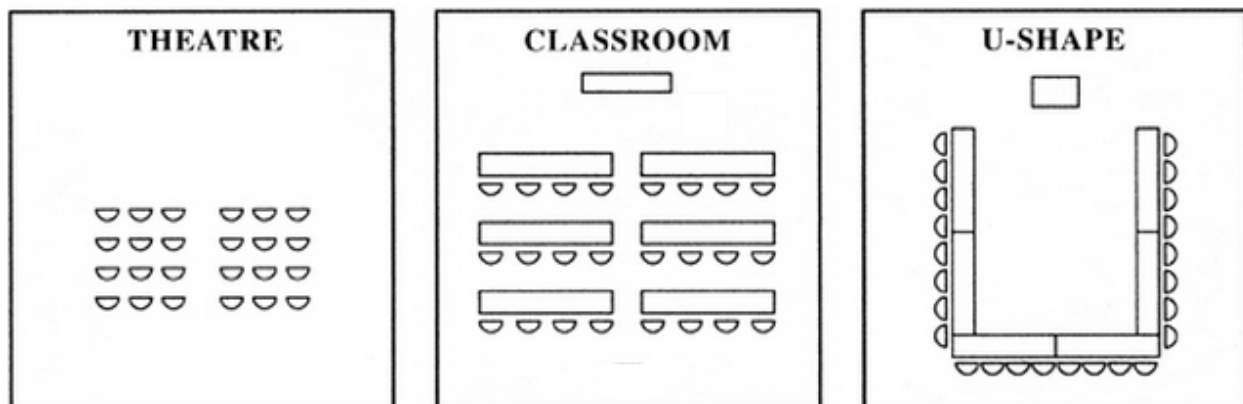
General Policies:

Walk-Through

The party who signs the agreement should report/record any damage to the room, all doors, all walls, furniture, restrooms, and equipment. The applicant is responsible for all activities during the time the room is reserved.

Room Setup/Audiovisual Equipment

City staff will set the room in one of the applicant's three choices based on the event and applicant's preference. The three choices are **Theatre**, **Classroom**, and **U-Shape**.



(Note: These diagrams are used as setup example. They are not to scale, and do not represent the actual number of tables and chairs included in each setup.)

City staff will make extra tables available for snacks or meeting materials upon request.

Other furnishings, such as benches, easels, and trashcans must not be moved. Trashcans, chairs, etc., may not be used to prop open doors.

Applicants must gain pre-approval to use City-owned audio-visual (AV) equipment present in the room. Approval will be granted on a case-by-case basis and only after the applicant schedules a meeting with Police Department staff, at least three business days before the event, for an equipment tutorial.

If approved, applicants are responsible for operating any AV devices in the room. Applicants assume full liability for damage caused to AV devices.

Access to Exit Doors

It is against the law to block any door in the Community Room. Injury or death to any person occurring due to blockage of a door is the sole liability and responsibility of the applicant.

Sound and Noise

Police Headquarters is a place of business. Use of the Community Room must not interrupt or impede official Police business. Disruption of Police operations due to noise or any other cause will result in immediate cancelation.

Decorations

No decorations may be attached to ceilings, walls, tables, or woodwork. Candles are prohibited.

Deliveries, Supplies, and other Property of the Applicant

Items to be used by the applicant must be brought into Police Headquarters via the guest parking lot and main entrance. Staff is not responsible for receiving or caring for any delivered item.

The City is not responsible for items, supplies, materials or equipment brought in by the applicant or their guests. The City will not provide storage or supplies of any kind.

All personal property must be removed from the Community Room after the meeting. Items left behind will be discarded.

Parking

There are 32 guest parking spaces at Police Headquarters. Some of those spaces may be in use by citizens visiting Headquarters for official police business. The City is not responsible for ensuring parking for event or meeting attendees, and gives no permission to use adjacent lots owned by others.

Sales and Marketing

Sales and marketing activities are prohibited in the Community Room. However, sales incidental to the use of the room are permitted (for example, sale of a book authored by a speaker).

Advertising

No easels, storyboards, posters, displays, or other advertising material is allowed at Police Headquarters that advertise the applicant's activities prior to the event.

Open Access

City representatives may enter and remain in the room at any time.

Smoking and Alcohol

No alcohol is permitted at or in Police Headquarters. Smoking is only allowed in designated exterior areas away from entrance doors. Cigarette butt receptacles are available in the designated smoking areas and must be used to discard butts.

Clean-Up

The Community Room must be cleaned after your function to the condition it was in prior to your group's arrival. Trash must be placed in the available cans; tables must be wiped down; chairs must be placed back in their original position; and all debris must be removed from the floor.

If the room is left unclean or damaged, a \$100 fee and any additional expense of cleaning and repair will be charged to the applicant. Examples of failure to clean are: carpet or chair stains due to spills, damage to walls, etc.

Leaving Headquarters

Groups must exit the building no later than 5:00pm. Please ensure that your meeting or event concludes in plenty of time to allow for cleanup and for your guests to depart prior to 5:00pm.

Denials

The City reserves the right to deny immediate and future use of the Community Room for failure to comply with the terms of this Policy.

Application

Name of group:_____

Name of Individual making application:_____

Date of event:_____

Event Time (not including setup or takedown):

Start: _____am/pm End: _____am/pm

Mobile number for individual making application:_____

Address:_____

Email address:_____

Type of meeting:_____

Anticipated number of attendees:_____ Maximum Occupancy 60 persons

I understand and will abide by the City of Franklin Police Department Community Room Policy and guidelines. This application made and entered into on _____, by and between the City of Franklin and applicant (hereinafter referred to as "Applicant").

I/we assume full responsibility for any damage to Franklin Police Department equipment and/or property that occur as a result of the requested use. Furthermore, I/we understand that the City of Franklin, its Police Department, staff, and representatives will not be held liable for any injury or damage which may occur to me, by my guests, and/or members of the above-named organization and/or property during our requested use of the facility. I/we understand that the facility and surrounding common areas will be left in the clean condition in which we found it, free of trash and debris.

I/we, the undersigned, have read the above agreement, fully understand its legal meaning, and do sign below as my/our own free act and deed.

Executed at Franklin, TN, this _____ day of _____, 20__.

Agreed and Accepted by Applicant:

Name:_____Signature:_____

Address:_____

Phone:_____