


NORTHAMPTON POLICE DEPARTMENT		
Administration & Operations Manual		
Policy: Community Room		AOM: A-122
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

The Community Room shall be made available to community groups, as it relates to public safety related meetings, conferences, and trainings. It is scheduled on a first-come, first-served basis, with legitimate, and non-profit community groups eligible to apply. City of Northampton and Northampton Police Department events take precedence over outside group events.

II. Applicant Policy and Procedure

- A. Any outside group or organization interested in using the Community Room must first fill out ***AOM A122.a Use of Community Room Application***. This form shall be submitted at least two (2) weeks in advance. Reservations will not be confirmed until this form has been completed, signed, and approved by the Chief of Police or either of the Captains.
- B. Users agree to accept responsibility for any and all damages caused to the building and/or equipment beyond normal wear.

- C. The group/organization is responsible for leaving the Community Room in the condition that it was found.
- D. Meetings must be held between the hours of 8:00 am and 10:00 pm.
- E. Alcoholic beverages are prohibited and No Smoking is allowed anywhere on City property. Any food service is by special permission only.
- F. Failure to abide by any of the conditions listed on the application may disqualify the group or organization from future use of the Community Room.
- G. Reservations may be cancelled should a Department or City need suddenly arise.

III. Department Procedure

- A. Any outside group or organization wishing to apply for the use of the Community Room will be given *AOM A122.a Use of Community Room Application*.
- B. Completed and received applications shall be left for approval by the Chief of Police or either of the Captains.
- C. Once approved, a copy of *AOM A122.a Use of Community Room Application* shall be stored in the Administrative Assistant's office.
- D. An entry will be made onto the DHQ Community Room Calendar, indicating the group/organization, date, and time of the meeting.
- E. Department-sanctioned meetings, conferences, and trainings can be scheduled, approved, and entered into the DHQ Community Room calendar by those holding the rank of Lieutenant and above.