

# **Rules for Use of Davenport Police Department Community Room**

First priority shall be granted to Davenport Police Department sponsored events. In prioritized order these include: 1) Davenport Police staff generated meetings. 2) Events jointly sponsored by the Davenport Police Department and City of Davenport. 3) Events jointly sponsored by the Davenport Police Department and other community groups.

Second priority will be given to: 1) Meetings sponsored by other City Departments, agencies and commissions. 2) Meetings and events sponsored by neighborhoods and community-based groups and organizations from Davenport.

Third priority will be given to other non-profit public and/or social service organizations.

## **Hours of Availability**

Community Room Hours are 7:00 A.M. to 7:00 P.M. weekdays and closed on weekends and Holidays. All participants must exit room by end of function (or closing time).

## **Application and Scheduling**

1. Applicants shall make requests for the Community Room on an application form provided by the Davenport Police Department. This application can be obtained below.
2. First time applicants must provide written information about their organization, such as a statement of purpose and sample publications (newsletter, brochure, etc), if available.
3. Organizations requesting use of the Community Room must be located in or operate on a regular basis within the City of Davenport.
4. Persons requesting use of the Community Room must submit verified evidence of residency in the City of Davenport, if requested. An example of verified evidence can be a piece of addressed mail.
5. An application must be filed at least five days prior to the event. Event dates will not be held or confirmed before an application is filed.
6. Reservations may be made for up to, but no more than, six (6) months in advance of the event date.
7. Reservations are not confirmed until the application has been signed by the Administrative Assistant to the Chief of Police or her designee.
8. Confirmed applications must be presented to the designated Police Staff for access to the Community Room.
9. Community Room capacity is limited to 50 individuals. Equipment available for use includes a podium with a microphone, drop down screen, ceiling mounted projector, and audio visual equipment with DVD/VHS capability. This equipment needs to be operated by a person familiar with the equipment. Group representatives must provide their own laptop computer if one is needed during use of the Community Room. If the audio visual equipment is going to be used, a short, on-site orientation on equipment use and care is required of the representatives of groups using the Room for the first time and must be scheduled at least five days before the event.
10. Adequate supervision must be provided. Someone at least 18 years old must be present at all times. The group representative listed on the application is required to be present throughout the event.
11. Community Room shall be restored to the condition it was in prior to function (see pictures of how Room should look on doors of the Community Room).
12. When use of the Community Room is concluded, the contact person shall notify the Station Supervisor (or designee), who will inspect the room and the equipment prior to the contact person leaving the building.
13. No one shall be charged admission fee to attend a meeting. Nothing shall be sold in the Community Room without prior approval of the Chief of Police or his designee.
14. Those using the Community Room are obligated to provide special accommodations for handicapped individuals upon request.
15. This Room is not available to any group that is currently or has a history directly affiliated or inferred supporting any unlawful activity.

**Frequency of Use (for organizations out of City Departments)**

1. Community groups may book twelve events per calendar year in the Community Room.
2. Reservations are limited to a maximum of three separate dates within a six (6) month period for a program/workshop series.
3. At the conclusion of a second community program/event in a series, the Police Department will accept an application for another series of three dates. In no case will the Police Department have pending reservations for more than four events in a series.
4. Reservations for an event or series must be made by the primary sponsoring agency. Multiple source applications for a series of workshops will not be accepted.

**Cancellations**

The Chief's Office of the Davenport Police Department shall be given notice of any meeting cancellation with at least 24 hours notice. Failure to provide appropriate notice of cancellation can result in the termination of Community Room privileges. Cancellation notice should be provided to the Administrative Assistant to the Chief of Police at 563 326-7778.

**Unauthorized Activity**

1. Allowing meetings to run later than the authorized time of room use specified on the application.
2. State Law prohibits smoking in public buildings.
3. Failing to remove, after use of the facility, any equipment, materials or other items belonging to the organization.
4. Failing to clean up after the meeting and leave the room in the same condition as found (see pictures on doors of Community Room).
5. Using the Community Room without an adult/child supervision ratio of one adult per twenty children.
6. Defacing or damaging the Community Room, its furniture or equipment in any way.
7. Stealing any property within the Community Room.
8. Creating noise levels that are disruptive to police services.
9. Any activity in the Community Room that is deemed in violation of federal, state, city or county laws, codes or ordinances.
10. Misrepresentation of the application data or failure to abide by the rules established will be cause of denial of further use of the Community Room.

**Breach of Rules**

Failure to comply with Community Room rules and agreements set forth herein will result in the revocation of an organization's Community Room privileges.

**Waiver of Liability**

All groups/organizations shall indemnify, defend and hold harmless the Police Department and the City of Davenport, its officers and employees from and against any and all claims, suit action of any kind arising and resulting or accruing from any negligent act, omission or error of the group/organization resulting in or relating to, injuries to body, life, limb, or property sustained in, about or upon the Community Room, or arising from the use of the premises.

All groups shall defend, at their sole cost and expense, any legal action, claim, or proceeding instituted by any person against the City as a result of any claim, suit or cause of action accruing during the term of this agreement for the Community Room for injuries to body, limb, life or property as set forth above.

# Application for Use of Davenport Police Department Community Room

Date of Meeting \_\_\_\_\_

Time of Meeting \_\_\_\_\_

Length of Meeting \_\_\_\_\_

Primary Responsible Person Name \_\_\_\_\_

Primary Responsible Person Address \_\_\_\_\_

Primary Responsible Person Phone Number \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization Phone Number \_\_\_\_\_

Statement of Organization Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If audio visual equipment is needed, please list equipment needs: \_\_\_\_\_

\_\_\_\_\_

I, the undersigned, have read and agree to abide by the Rules for Use of Davenport Police Department Community Room.

Signature of Primary Responsible Person \_\_\_\_\_

Date \_\_\_\_\_

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For Office Use Only

Application Received on \_\_\_\_\_

By \_\_\_\_\_

Community Room Available            YES            NO

Number of Times Reserved by Organization    1    2    3    4    5    6    7    8    9    10    11    12

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