

LEESBURG POLICE DEPARTMENT COMMUNITY ROOM RESERVATION

Scheduling Guidelines

1. No group or organization is allowed to reserve the community room in advance for more than 6 functions during any 6-month period.
2. No reservations for use of the room more than 6 months in advance will be allowed.
3. This form must be completed, signed and approved prior to finalization of any reservation.

Community Room Regulations

1. The maximum number of persons allowed in the room is 50. *Note: Parking is limited!*
2. No food or beverages are allowed in the community room.
3. All users of the community room are expected to conduct themselves and to maintain the room in an orderly manner. Any group or individual that does not comply may not be granted future use of the community room.
4. The group's/organization's representative will be responsible for and report any damage to the room to police department staff.
5. No individual, group or organization may charge a fee for profit for participation in the event occurring in the community room. This fee for profit prohibition is separate from and does not apply to any fee charged to be a member of the group or organization hosting the event.
6. The AV equipment (projector, main screen, ceiling mounted speakers, etc.) is only for use by PD or Town of Leesburg staff. The public may use the retractable screen that is in the ceiling of the bump out on the north side of the room with their own laptop computer and projector.
7. The tables and chairs are to be returned to the places they were found (rows of tables and chairs facing the front of the room). **Those utilizing the Community Room SHALL NOT setup any chairs, tables, or meeting functions in the police department's lobby. The LPD lobby MUST remain clear from meeting attendees congregating as it is available 24/7 to the general public for the purpose of contacting law enforcement.**

Cancellation of Reservations Guidelines

1. Persons that no longer require the use of the community room after having completed a reservation, shall advise the Leesburg Police Department of the cancellation in a timely manner, in order to make the room available to others. Failure to provide timely notice of cancellation may result in cancellation of any and all future events associated with such persons/organizations.
2. The Town of Leesburg Police Department reserves the right to cancel reservations due to unforeseeable circumstances that require the use of the room by the Town of Leesburg or the Leesburg Police Department.
3. **The Town of Leesburg Police Department reserves the right to cancel reservations of groups deemed not to have complied with the scheduling guidelines or regulations listed above.**

Date of Reservation: _____	Time of Reservation: _____ until _____
Date of Reservation: _____	Time of Reservation: _____ until _____
Date of Reservation: _____	Time of Reservation: _____ until _____
Date of Reservation: _____	Time of Reservation: _____ until _____
Date of Reservation: _____	Time of Reservation: _____ until _____
Date of Reservation: _____	Time of Reservation: _____ until _____

Group/Organization utilizing the room: _____

The reservation is being scheduled for the following purpose: _____

Name			
Address			
Phone		Email	

I have read and agree to comply with the Scheduling Guidelines.

_____ (Signature of Authorized Representative of Group/Organization) _____ (Date)

FOR LEESBURG POLICE DEPT. USE

Reservation approved, recorded, and confirmed:

_____ (Initials) _____ (Date)