

Meeting room use policy and reservation form

5400 85th Avenue North
 Brooklyn Park MN 55443
 763-493-8222
www.brooklynpark.org

Policy and procedures

General

The Brooklyn Park Police Department encourages the public to use our meeting rooms according to the following policies and procedures. These policies and procedures are to insure the proper use and control of the rooms for all users. The intended function of the Village Creek Donnay Community Room and the Police Training Room are to provide a public gathering/meeting space for Brooklyn Park residents and community groups. The use of this room is a privilege and can be terminated at any time by a Brooklyn Park Police Supervisor.

Room capacity and available days and time

Room name	Maximum capacity (people)	Days and times available
Donnay Community Room Village Creek Community Police Station 7608 Brooklyn Boulevard Brooklyn Park MN 55443	25	Monday through Sunday, 8 a.m. to 9 p.m.
Police Training Room Main Headquarters 5400 85 th Avenue North Brooklyn Park MN 55443	70	Monday through Friday, 6 p.m. to 10 p.m., Saturday 8 a.m. to 4:00 p.m. Closed Sundays and holidays

Reservations

- Reservations must be made by a Brooklyn Park resident, community member and/or group
- Reservations are on a first come, first served basis
- Reservations can be scheduled 30 calendar days in advance
- Reservations are for 2-hour increments
- Re-occurring reservations can be scheduled 90 days in advance (Donnay Room only)
- Drinks and light food (chips, crackers and cookies) are permissible
- Users must follow all federal, state and local laws
- Children must be supervised and cannot be left in the public foyer
- You must include on your application all requests for equipment usage or special needs

Acceptance

- Brooklyn Park Police Department will review, approve and confirm your reservation only after we receive a complete, signed permit
- We reserve the right to move your group to another room or cancel your reservation, if necessary

Cancellations

- Cancellations should be made at least 7 calendar days in advance of the meeting

Priority order

The Brooklyn Park Police Department gives scheduling priority to Brooklyn Park Police Department official groups.

All other groups are welcomed based on the priorities listed below (1 through 5).

Priority order	Category and description
1	City Functions: Activities, meetings, or events that serve a city function in the normal course of business as authorized by Chief of Police
2	Homeowners Associations or neighborhood groups: Brooklyn Park based HOAs and neighborhood groups. Those outside the city would fall under non-profit/government agency rate.
3	Community-based organizations: Organizations that operate independently from the City and are representative of the Brooklyn Park community or a significant segment of a community, and is engaged in meeting human, educational, environmental, cultural, civic engagement, public safety and supports the city's goals.
4	Nonprofits or Government Agencies
5	Businesses: Meeting only (no sales or promotions)

Deposit

The Brooklyn Park Police Department does not require a deposit. However, the person signing the "Public Use Permit" is responsible for any and all damages to the building and room for that event. This person is also responsible for informing his/her group of the policies.

Users of the Donnay Community Room and Police Training Room may **NOT:**

- Conduct meetings involving the sale or promotion of commercial products or services
- Conduct meetings involving the campaign of political candidates or parties
- Conduct ceremonies, parties, religious services or gamble
- Burn candles or have an open flame of any type
- Cook or heat food or bring in food other than light food (see above)
- Behave in a loud, offensive or disorderly manner
- Smoke or vape inside the building possess/use alcoholic beverages

City liability

The City of Brooklyn Park assumes no responsibility for non-availability, loss, damage, injury or illness incurred by the users of any city facilities.

Public use permit

Police Department meeting rooms

Application must be completed in full

Name of organization _____

Name of applicant _____

Address of applicant _____

City _____ State _____ Zip _____

Email _____

Phone _____

Room requesting

- Donnay Community Room**
Village Creek Community
Police Station
7608 Brooklyn Boulevard
Brooklyn Park MN 55443

Date Requesting _____

Start Time _____

End Time _____

- Police Training Room**
Main Headquarters
5400 85th Avenue North
Brooklyn Park MN 55443

Number of people expected _____

Type of use

- Meeting
 Other _____

Title/purpose of your meeting/event _____

Room set-up/layout for conference rooms must be used "as is."

By signing this, you assume responsibility of the organization applying. You assume all liability and expense for loss or damage to persons or property, and agree to leave the conference room in a clean and orderly condition. You will ensure your group is not larger than the room's capacity. I have read and agree to follow all guidelines for reserving and using the Donnay Community Room or the Police Training Room and understand that the use of this room can be terminated at the discretion of a Brooklyn Park Police Supervisor.

Signature _____ Date _____

Permit Accepted by _____ Date _____

Approved by Precinct Inspector _____ Date _____