



POLICE DEPARTMENT
Town of Duxbury
Commonwealth of Massachusetts



Matthew M. Clancy
Chief of Police

Stephen R. McDonald
Deputy Chief

www.duxburypolice.org



Duxbury Police Training Room
Policy for Public Use

The Duxbury Police Department offers use of its Training Room to both non-profit and for-profit entities when not in use by the Department for law enforcement training. The room is equipped with the latest in Smart Board® technology and is WiFi enabled. The room has a training capacity to accommodate up to 45 participants comfortably. Non-profit entities may use the Training Room free of charge during the posted hours of availability; for-profit entities will be charged the posted rate below. The Training Room may only be booked by persons eighteen (18) years of age or older and all applicants for use will be required to provide positive identification.

Use of the Training Room in no way implies endorsement by the Police Department of any group's policies or activities. Use by individuals for the purpose of conducting a political campaign or advocating an issue before the electorate is welcome so long as the Police Department can meet state requirements for provision of equal access.

Presentations made in the Training Room shall not contain inappropriate content, language or images. Application for use of the room to promote or support highly controversial and/or inflammatory subject matter shall be denied. The Chief of Police reserves the right to reject any application for use and shall have sole authority to determine what constitutes inappropriate, highly controversial or inflammatory content for the purpose of the Training Room's availability to the public.

The Town of Duxbury and the Duxbury Police Department assume no responsibility or liability for the loss, theft or damage of any property of any group, individual or organization using the Police Department facilities or personal injury to any participant.

Regulation for Use:

- The facility must be restored by the user to its original condition; failure to do so may incur an additional fee to cover cleaning services to restore the room.
- Media equipment owned by the Police Department may be made available at the discretion of the Chief of Police. Any additional equipment must be approved by the Chief of Police.
- All posted room capacity, safety requirements, etc. are to be carefully observed. The user may be required to provide additional security.
- Activities must end at times specified by the Chief of Police.
- All food and drink must be confined to the Training Room.
- No program or meeting shall interfere with or disturb the normal operation of the Police Department.
- Serving of alcoholic beverages is not permitted; no alcoholic beverages may be possessed or consumed on the property.
- The Duxbury Police Station is a smoke free environment; no smoking is allowed in the station or in proximity to the front entrance of the station.
- The Duxbury Police Station is a drug free zone; individuals participating in an event in the Training Room who are found possessing illegal narcotics in the station or on the property SHALL be prosecuted to the fullest extent of the law.

Booking Procedures:

The Training Room is available seven (7) days a week from 8:00am to 10:00pm. A request for the use of the Training Room must be made in writing on the form provided by the Police Department at least seven (7) days prior to the date of use. Forms are available under Citizen Resources on the Department website or by contacting Sergeant Friend Weiler via email fweiler@duxburypolice.org or phone (781) 934-5656, ext.1135.

RATES:	1-3 hours	\$90.00
	each additional hour	\$30.00/hr

- Requests are accepted on a first come, first served basis.
- Scheduling conflicts are resolved at the discretion of the Chief of Police.
- Twenty-four (24) hour notice of cancellation is required, except in a weather emergency.
- Please include the time for set-up and clean-up when you list the hours you would like to use the room. The room will not be unlocked until ten (10) minutes before the start time requested on the application.
- Fees are to be paid in full one (1) week in advance; any incurred expenses (damages, etc.) must be paid within twenty-four (24) hours.
- The fee structure for use of the Training Room shall be as shown on the fee schedule adopted by the Duxbury Police Department.
- Non-profit groups may be required to show proof of non-profit status.

Requests for Reconsideration of an Application Denial:

An individual or group may appeal a denial for use by forwarding a written request to reconsider to the Chief of Police. The Chief shall respond in writing to the request for reconsideration within three (3) business days of receipt of the request.

Upon denial of a written reconsideration request, the individual may seek a formal meeting with the Chief of Police. Following the formal meeting, the Chief will notify the applicant in writing of his decision on the appeal within seven (7) days of the meeting. The Chief's decision following an appeal meeting is final.



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Training Room Rental Agreement

Group or Business Name (Lessee):			
Contact Name:			
Email:		Telephone:	
Rental Date(s):			
Rental Start Time:		Rental End Time:	
Event Purpose and Description* if more space needed use back of page:			

The signed rental agreement and check or money order made payable to Town of Duxbury (if applicable), is required to reserve the Training Room.

I have read, understand and will honor all rental terms and conditions of this rental agree agreement, including the rental guidelines outline in page 1. I understand that any violation of this rental agreement or guidelines may result in the loss of room use in the future.

Lessee

Duxbury Police Department

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

If claiming nonprofit status, please provide Tax Id #: _____

Check or Money Order Number: _____