



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Community Rooms

Eff. Date 02/24/2016

Purpose

In keeping with the City's mission to offer a welcoming place for community interactions, meeting rooms at the District Stations of the Madison Police Department (MPD) are available for use by community and governmental groups for informational, educational, or cultural meetings and programs, when not needed for police purposes. Use of the meeting rooms does not imply endorsement by the City or hosting agency of the viewpoints presented.

Procedure

GENERAL RULES AND REGULATIONS

1. Rooms may be used for educational, cultural, informational, governmental or civic activities, and may include public lectures, panel discussions, presentations, group discussions, workshops and other similar functions.
2. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
3. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
4. Rooms shall not be used for personal or family purposes.
5. Groups may reserve space for up to six meetings in a six-month period. No single group may have more than six meetings in a six-month period, unless written approval is obtained from the District Commanding Officer.
6. Users agree to abide by all regulations of the District relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
7. Meeting rooms are scheduled on a first-come, first-served basis.
8. Groups interested in using the meeting rooms for the first time must first fill out a "Meeting Room Reservation" form available at the District Stations.
9. These forms shall be submitted at least one week prior to the scheduled meeting date. Subsequent reservations can be made by telephone.
10. Reservations may be made no more than six months in advance.
11. An authorized adult representative of the group must request use of the meeting room. This representative will be required to sign a "Meeting Room Reservation" form that provides information regarding the program and room set up. By signing the form, the applicant agrees that the "General Rules and Regulations" regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of these facilities.
12. Reservations are not confirmed until the reservation form has been completed, signed and processed. This may be done on the spot if the paperwork is completed.

CONDITIONS OF USE

Schedule

1. Meeting must be held during the hours of 8 a.m. - 10 p.m.
2. Meetings must end on time so that the room can be cleared or prepared for other meetings.

ADA Requirements

Groups are responsible for ADA (American with Disabilities Act) requirements and for providing requested accommodations for meetings. A statement regarding the availability of accommodations must be included in all publicity or notices.

Food or Drink

1. Groups who use the meeting rooms may serve light refreshments. Alcoholic beverages are prohibited.
2. The group is responsible for leaving the room in the condition it was found. Charges will be assessed for damages or required extra cleanup.

Parking

Users of the meeting rooms should consult with the District Commander or their designee, regarding the parking of personal vehicles. In most cases, users will be asked to park personal vehicles in legal parking spaces on the street, to allow for visitor access to the stations and to facilitate the parking of police vehicles.

Original SOP: 02/25/2015
(Revised: 02/24/2016)
(Reviewed Only: 01/09/2017, 12/26/2017)