



ORLEANS POLICE DEPARTMENT

99 ELDREDGE PARK WAY
ORLEANS MASSACHUSETTS 02653-3307

SCOTT W. MACDONALD
CHIEF OF POLICE
TEL. 508-255-0117
FAX. 508-240-1374

Rules for the Use of the Orleans Police Department Community Room

**PLEASE NOTE – Priority shall be granted to the Orleans Police Department.
EMERGENCY events as deemed by the Orleans Chief of Police may cause last-minute cancellations.**

We are pleased to offer the community room at the Orleans Police Station to the Orleans community and *Thank You* in advance for following the below rules to ensure the safety and enjoyment of the space for all.

Application and Scheduling

1. Applicants shall make requests for the community room via an application form provided by the Orleans Police Department. The application is attached.
2. The space cannot be reserved further than 6 months out in advance.
3. An application must be filed at least five days prior to an event. Event dates will not be held or confirmed before an application is filed.
4. Reservations are not confirmed until the application has been signed by the administrative assistant to the Chief of Police or his/her designee.
5. Community room **capacity** is limited to 40 people.
6. Please park across the street in the parking lot for the playground and use the crosswalk to reach the station. If you park in front of the station, **please leave the three spaces marked, "Police Business Parking Only" open.**
7. Please stick to your scheduled time frame, as there are often groups using the room at other times.

Use of the Community Room

1. The public Wi-Fi password is Welcome1
2. **Bring your own laptop and follow the posted instructions.** If you have any questions, please see the dispatcher who will find someone to assist you.
3. Instructions for using the AV equipment, such as the large monitors, are posted in the room.
4. Please DO NOT change ANY of the Audio or Video settings.
5. You may make an appointment with an administrator to preview the space and review the AV instructions prior to your scheduled date, if time allows, by calling 508-255-0117 ext. 1106.
6. Please DO NOT open the windows.
7. Please DO NOT adjust the temperature or touch the thermostat.
8. Please return the tables and chairs to their original configuration.
9. A kitchen area with counter space and a sink is available for serving refreshments.
10. Please dispose of or remove any refreshments and clean the room and kitchen space of any remnants.

Please contact our Administration Department with any questions or comments: 508-255-0117 ext. 1106