



Canby Police Department  
 1175 NW 3<sup>rd</sup> Avenue – Canby OR 97013  
 Phone 503- 266-1104 Fax 503-266-9316  
 Email [PDRecords@canbypolice.com](mailto:PDRecords@canbypolice.com) www.canbypolice.com

## Police Community Room Application

Requested by: (Individual/Organization) \_\_\_\_\_

Address of Requestor (Individual/Organization) \_\_\_\_\_

Meeting/Training Description: \_\_\_\_\_

Day and Date Requested: \_\_\_\_\_ Number Attending: \_\_\_\_\_

*(Table and chair setup is limited to 55 – Available onsite parking limited to 20 spots but on street parking available)*

**Start and end time of meeting/training (note am or pm)** Begins \_\_\_\_\_ Ends \_\_\_\_\_

**Total Time needed -include setup/cleanup** Begins \_\_\_\_\_ Ends \_\_\_\_\_

Responsible Person/Contact Name: \_\_\_\_\_

Best phone # to reach you: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Describe food/beverages if provided: \_\_\_\_\_

1. Availability: Monday through Friday 8:00 am to 4:30 pm to the following groups:
  - Government agencies (federal, state, county, local) including special districts
  - City of Canby civic, business, non-profit organizations
2. Canby Police and other law enforcement training, City of Canby meetings and Municipal Court sessions have priority scheduling.
  - Approved reservations are limited to one per month per group.
  - Advance scheduling is limited to 3 months out from the date of the application.
  - It may be necessary to cancel the scheduled event due to unforeseen conflicts in Police Department scheduling. If so we will notify you as early as possible.
3. The reservation is for the Community Room and does not include additional areas. The Community Room, lobby and parking lot are monitored by audio and video security cameras.
4. Power Point projection system, screen, HDMI and connection cords for laptop, internet/wireless service and podium are available. Other equipment including computer and related accessories, microphone, speaker system, office equipment (fax machine, copy machine, printer) and office supplies are not provided.
5. **Note: Please read and sign the Terms and Conditions on page 2 to complete the application.** Return signed application by e-mail, fax, in person or mail. (Contact information at the top of the page).

OFFICE USE BELOW:

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Scheduled by: \_\_\_\_\_

## Terms and Conditions for use of Police Community Room

The City of Canby/Canby Police Department will be referred to as "CPD" and the person designated as the "Responsible Person" will be referred to as the "USER".

1. Changes to the agreed upon time and day must be negotiated a minimum of five working days before event. If you must cancel the event, CPD expects the "Responsible Person" and USER to inform the Police Department contact staff contact as soon as possible.
2. USER agrees to be responsible for the conduct of event participants in and about the building and for any damage beyond ordinary wear caused by or related to USER's occupancy.
3. No alcoholic beverages, illegal drugs or use of tobacco are allowed in the Police Department building or grounds at any time. Failure of anyone within the group to comply will cause an immediate request to leave the facility and grounds.
4. Firearms are not permitted anywhere on the property except by sworn Law Enforcement personnel.
5. USER is responsible for returning the building to a clean and orderly condition after use. Table and chairs, grease board returned to the original configuration and condition. (See the Room Guidelines attachment for more information).
6. USER is responsible for any damage to the building or building equipment caused by or related to his/her use of the facilities. USER agrees to report damages to the Canby Police Department in writing as soon as practicable.

### Indemnity Agreement

The USER agrees to indemnify and hold harmless the Canby Police Department/City of Canby, its Officers, Employees, and Agents from:

- A. All liability, damage, loss, cost, or expense, included but not limited to attorney's fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the Canby Police Department/City of Canby may own or have responsibility for.
- B. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporation.
- C. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the USER of the Canby Police Department Community Room or the greater police facilities or grounds.
- D. It is further understood that the USER shall, at the option of the City of Canby, defend with appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel, in defense of any suit arising hereunder.

I agree to all Terms and Conditions as stated above. I agree to indemnify the Canby Police Department and City of Canby.

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USER Signature

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Date Signed