



CITY OF AVON

POLICE DEPARTMENT



36145 DETROIT ROAD * AVON, OHIO 44011-1099 * (440) 934-1234 * FAX (440) 934-4054 * WWW.AVONPD.COM

General Rules and Regulations

1. The meeting room is scheduled on a first come, first served basis.
2. Groups interested in using the meeting rooms for the first time must first fill out a "Meeting Room Reservation" form available at the Station.
3. These forms shall be submitted at least one week prior to the scheduled meeting date. Subsequent reservations can be made by telephone.
4. Reservations may be made no more than six months in advance.
5. 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.
6. The organization accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
7. 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 8a -10p.
2. Meetings must end on time so that the room can be cleared or prepared for other meetings.

Access

1. Groups who have reserved the room must enter through the Police Department lobby. Groups must initially check in with Dispatch and request that the room be unlocked.
2. At the conclusion of the meeting, someone from the group must notify Dispatch and remain until the room can be checked by Police personnel.

Monitoring of Meetings

1. Groups should be aware that the meeting room is monitored by Police Department personnel using Video/Audio equipment.
2. Police personnel will have access to the room at all times.

ADA Requirements

1. 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.
3. A kitchenette is available for use upon written request. Included in the kitchenette are a sink, refrigerator, and coffee maker. The group is responsible for leaving the kitchenette in the condition it was found. Charges will be assessed for damages or required extra cleanup.

Parking

1. Users of the meeting room should consult with the Chief's Administrative Assistant or their designee, regarding the parking of personal vehicles. In most cases, users will be asked to park personal vehicles in the Visitor Parking Lot located on the west side of the building.