

Application for use of Mansfield Public Safety Facility Community Room

When requesting use of the Community Room, be advised that the Mansfield Police/Fire Department reserve the right to postpone the event due to department needs of emergency events that arise, sometimes on short notice.

Review the Community Room policy by [clicking here](#).



Tell us about your event:

Application for use can only be made within 60 days of the requested date.

Date of the event?

Start and end time?

One day only?

Please note additional days here:

Yes, one day

No, multiple days

Type of event:

If Other, describe:

Projected Attendance (65 max.)

Tell us about you:

Name of your organization:

Organization phone number:

Type of organization?

Contact Person:

Contact Phone Number (cell)

Contact Email

Additional Needs and Special Circumstances:

The Community Room is set up with tables in five rows of 12 seats (60 total seats). The on-site representative from your organization will be responsible for the room and will check out with the Police Support Staff at the conclusion of the event.

On-site representative who will be at the event (if different than above):

Contact phone (cell):

Special Circumstances

Additional comments here:

- Drinks served?(Alcohol is prohibited)
 - Refreshments served?
 - Microphone needed?
 - Use of projector required
 - Use of MPD laptop needed for presentation?
 - Other
-

OFFICE USE ONLY:

Reservation received by:

Name:

Date:

Event approved by:

Name:

Date:

Event scheduled by:

Name:

Date:

Room responsibility assigned to:

Name:

Date: