



**MANSFIELD  
POLICE DEPARTMENT**

**POLICY NO.  
4.09**

**Subject:**

**Community Room**

MASSACHUSETTS POLICE  
ACCREDITATION STANDARDS REFERENCED:  
**None**

EFFECTIVE DATE:  
**February 3, 2020**

ISSUING AUTHORITY:

Chief of Police  
Ronald A. Sellon, Jr.

Revised:  
**September 5, 2023**

**GENERAL CONSIDERATIONS AND GUIDELINES**

To establish policy and procedures for the use of the Department's Community/Training Room at 500 East Street.

**POLICY**

It is the policy of the Mansfield Police Department to invite town staff and community groups to utilize the Department's Community Room when the room is not in use for Department functions. The Mansfield Police/Fire Department and Public Safety agencies will ultimately have priority.

**PROCEDURE**

**A. Room Reservations**

1. In order to assure that double bookings are not made, all room reservations will be made thru the office of the Chief of Police, as well as the office of the Fire Chief. For booking through the Police Department the room can be booked by the Chief of Police or their designee.
2. Other organizations outside Mansfield Police or Fire may not reserve the room

for more than 60 days in advance.

3. A Room Use Application Form will be completed for any use by an agency other than the Mansfield Police Department or the Mansfield Fire Department.
4. The coordinator will maintain a binder of all applications and maintain a calendar on the Department's shared computer drive to provide information to communications staff and supervisors.
5. The coordinator will submit a quarterly report to the Chief of Police, documenting use of the room.
6. Police and Fire Bookings supersede all other request.

**B. Room-Use Policies and Rules**

1. Smoking, as well as vaping is prohibited.
2. Serving or consuming alcoholic beverages is prohibited.
3. No catering or entertainment without prior approval of the Police or Fire Chief.
4. No soliciting or monetary collection may be made.
5. No signs or flyers will be attached to walls
6. No pets are permitted in the room, other than guide dogs for sight and hearing-impaired persons, service animals or special programming approved by the Police or Fire Chief.
7. The "Contact Person" will check in with front desk staff.
  - a. Upon check in they will conduct a visual inspection of the room any deficiencies will be noted by Front desk staff.
  - b. An inspection will also be conducted upon check out.
8. The "Contact Person" is responsible for the clean-up, following the event.
  - a. Unless otherwise instructed, all groups are responsible for set-up and take down of their respective activity.
  - b. This may be waived for groups involving seniors or disabled persons.
9. The sponsoring group shall be responsible for the conduct of the activities in or about the building or premises.
  - a. Buildings and grounds shall be left in the same condition as found.
  - b. The sponsoring group shall be responsible for all damage or breakage.
  - c. Failure to comply may result in the loss of use of facilities in the future.
10. Private organizations or businesses may be allowed to use the room if the event is free, however private organizations or businesses will be charged a user fee and a custodial fee, if the custodial service is deemed necessary by Front Desk Staff.
11. Town and Public Safety Related Activities will take precedence over non-town activities and the use of buildings or grounds shall not interfere with normal operation or maintenance.
12. The Mansfield Police Department has the right to restrict the use of building or grounds in any way, if such a restriction appears to be in the best interests of the department.
13. The Community Room is understood to not be public and shall be locked when not in use.