

**Policy for use of the training/meeting room of the
Marion Police Department
September 23, 2004**

The primary purpose of the training/meeting facility located in the Marion Police Department is to provide classroom and meeting space for the members of the Marion Police Department. This facility is not for rent nor is it intended to be use for non-public commercially related functions.

The priority for use of this facility will be as follows:

1. Training and meeting needs of the Marion Police Department.
2. Other Police service related training and/or meetings.
3. Other public service agency training and/or meetings.
4. Any other City related business.
5. Any other use authorized by the Police Chief. Such use will to be primarily limited to McDowell County governmental units, McDowell County Schools, McDowell County non-profit organizations with the stipulations that religious services may not be held in the building.

Use of and procedures for reservation of the training room:

1. This room must be reserved by contacting the Police Chief at 652-5205.
2. Nothing can be attached to the walls nor can anything belonging to the Marion Police Department be removed.
3. Equipment including tables, chairs and A.V. equipment shall not be removed from the room.
4. Each group using this room will be responsible for all damages to the room including the equipment in the room.
5. It is the responsibility of each group using the room to see that the room is cleaned and the trash emptied after each use. The tables and chairs are to be placed in their original position after each use.
6. The group using the room shall notify the Administrative Lieutenant or Secretary when they have finished their meeting and a Police Department staff member will inspect the room with a representative of the group.