



**Smithfield Police Department
Sgt. Norman G. Vezina Community & Training Room
REQUEST FORM**

Name of the person taking responsibility for the room (must be in attendance):

Address: _____

Home phone#: _____ Cell phone#: _____ Email address: _____

Describe reason for using the room: _____

Group/Organization/Committee Name: _____

Requested date: _____ Requested time: from _____ to _____

Anticipated number of attendees: _____ (30 max) Anticipated number of parking spaces needed: _____

Does your meeting require the use of audio-visual equipment: YES/NO

As the person responsible for this room, I agree or understand that:

1. I am financially responsible for any damage to the room or its equipment;
2. All food and beverages brought to the meeting must be approved by the Police Chief in advance;
3. I will ensure that young children are, at all times, under the direct supervision of an adult;
4. I will be the last to leave the room, and will notify the dispatcher that the meeting/gathering has ended;
5. I will ensure that no attendee uses or attempts to use any of the audio-visual equipment in the room, including the interactive Smart Board, podium, or their accessories, without the specific approval of the Police Chief, and not until appropriate training has been provided by the Smithfield Police Department.
6. The room is under continuous “video” surveillance.

Signature

All completed, ORIGINAL request forms to utilize the Sgt. Norman G. Vezina Community & Training Room must be returned at least 72-hours prior to the event to:

*Chief Edward E. Dolan
Smithfield Police Department
215 Pleasant View Avenue
Smithfield, RI 02917*