



Medicine Hat Police Service

Community Boardroom Terms and Conditions

The Community Boardroom is a venue within the MHPS designed for use by both members of the MHPS and members of the community. The boardroom was developed as a meeting place where members of the Police Service and/or the community can gather for pre-arranged meetings, governance board meetings, non-profit agencies, discussions or presentations. Use of the room is not permitted for companies or individuals who are charging a fee for attendance.

The Community Boardroom may be used by a group or committee within the community, without a Police Service employee being present. All public requests will be pre-approved by the Office of the Chief, with at least 7 days' notice prior to the requested date of use. All requests for use of the Community Boardroom by a member of the public can be made in [writing](#) or [online](#) by completing the Community Boardroom Request form, located on the Service website.

The Office of the Chief may refuse use of the room to any parties, for security concerns or if the community group conflicts with the core values of the Police Service.

1. Room Reservation Priority

In case of a booking conflict, the booking that was confirmed first will take priority, the second event may be moved or cancelled to accommodate. The needs of the Police Service may at times supersede previous approved bookings which will result in cancellation. As much notice as possible will be provided should this occur.

2. Room Access

Access during normal business hours (8:00 am – 5:00 pm, Monday - Friday): The Community Boardroom is accessed through the reception area.

3. Rental, Tech Support and other Costs

There is no rental or tech support cost for events scheduled during normal business hours. Rental, technical support and other charges (e.g. security, custodial) may apply for events scheduled outside normal business hours. The event coordinator for the organization, group or committee may advise, if additional resources are required. Computer passwords and username will be provided after approval.

4. Food and Beverages

Food and non-alcoholic beverages are allowed in the Community Boardroom. All catered items must be removed from the room at the end of the event. All food must be served or available on the counter tops located upon entry to the Community

Boardroom. Failure to comply with this policy will result in denial of future requests. The organization, group or committee using the facility is responsible for any clean-up costs related to their event.

5. Damages to Facility, Furniture or Equipment

The organization, group or committee using the facility is responsible for damages to the facility, furniture or equipment during their event. Damages must be reported immediately to the Administrative Assistant for the Office of the Chief. Furniture if moved, must be returned to the original configuration at the end of the event. Removal of furniture from the room is not permitted.

6. Booking Cancellations

Due to a very high demand for our meeting rooms, the event organizer is advised to notify the Administrative Assistant for the Office of the Chief immediately if their event is cancelled or if the room is no longer needed. Room usage will be monitored for 'non-attendance' and future requests from the user and organization that fail to notify may be denied.

7. Building Security

The Medicine Hat Police Service is a secure facility with specific areas that are open to the public. Users of the Community Boardroom are only permitted in the reception area and the boardroom. Public washrooms are located in the reception area.

Upon approval from the Office of the Chief, the organization, group or committee will be notified that their request has been approved. Organizers are encouraged to attend the boardroom prior to the event to obtain a layout of the venue and ask any supplemental questions regarding use of the facility.

This agreement is authorized by the Office of the Chief of Police for the Medicine Hat Police Service.

Please sign and date that you have read and understand the above Terms and Conditions and return this document with your signed Contract. Completed forms can be emailed to MHPS@mhps.ca, dropped off at the Medicine Hat Police Service or faxed to 403-529-8473.

Date: _____

Print Name: _____

Signature: _____