

**MILFORD POLICE FACILITY**  
**TERMS AND CONDITIONS FOR USE OF**  
**POLICE FACILITY TRAINING/COMMUNITY ROOM**

**PURPOSE:**

It is the desire of the Milford Police Department that the Training/Community Room be a place that will be used by Milford-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit for training and/or meeting purposes. It is the intent that these facilities are not to be used for individual purposes and functions. The Police Facility and the Training/Community Room meet fire and safety codes and are handicapped accessible.

**TERMS AND CONDITIONS:**

1. Applications are to be made at the Milford Police Facility at least two (2) weeks in advance and cannot be made for more than two (2) consecutive meetings within a two (2) month period, or five (5) days in a one (1) week period. The Applicant agrees to conform to all Town of Milford rules, regulations, codes, and statutes. The Police Facility operates 24 hours a day/seven days a week. To avoid disruption of this organization, approval of applications based on the nature of the group/type of function will be at the sole discretion of the Chief of Police or their designee.
2. The 'name of applicant' as requested on the application indicates the person filing the paperwork for the event. This person is required to be a Milford resident and will be held responsible for payment of additional charges, custodial or otherwise, should the organization listed on the application not pay said charges. The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. Groups are limited to no more than **40 persons**.
4. The Applicant shall indemnify and hold the Town of Milford harmless for damage to persons and property resulting from the use of the Police Facility Training/Community Room by the Applicant and shall, when requested, at its own expense, provide the Town with a Certificate of Liability Insurance against accident with limits of no less than \$1,000,000 combined single-limit coverage. This Certificate must be delivered to the Chief of Police or their designee prior to the use of the Police Facility Training/Community Room unless said requirement is specifically waived.
5. The Applicant agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Applicant further agrees to hold the Town or its employees harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Applicant to acquire said copyright license.

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6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Chief of Police or their designee to discuss the options of the situation prior to the event being cancelled.
7. Unless sponsored by a Milford-based political organization, groups endorsing political candidates are not allowed use of the facilities, however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Milford or its Board of Selectmen or the Milford Police Department. Further, the exhibition or display of advertising materials endorsing political candidates are not allowed in Town Facilities.
8. No food or beverages are to be consumed in any area other than the Training/Community Room.
9. The Police Facility Training/Community Room shall be left in the same condition it was in prior to its use. The Applicant shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of an invoice.
10. Smoking and alcoholic beverages are **prohibited** on the premises and it shall be incumbent upon the Applicant to enforce these provisions.
11. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, or woodwork. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Police Facility Training/Community Room.
12. The Applicant shall, at the end of the event, be responsible for the collection and removal from the premises of all rubbish generated by the function, and all Police Facility space used by the Applicant is to be left in a clean, neat, and orderly condition. Failure to do so may result in custodial charges being assessed. The Chief of Police or their designee will determine the need for custodial services.

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13. The Kitchenette is to be used for coffee/soda and snacks that require no preparation/cooking or heating.
14. All equipment etc. owned by the Applicant must be removed from the premises the evening of the meeting unless other arrangements have been made in advance with the Chief of Police or their designee. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
15. No musical instruments, amplifiers, speakers, or other sound enhancing equipment will be allowed.
16. During the winter season please be certain to carefully clean shoes upon entering the Police Facility in order to preclude salt and sand damage to the entryway flooring, and Training/Community Room carpet.
17. The Training/Community Room is available for use during the hours of 9:00 am and 10:30 pm, seven days a week.
18. Parking for those using the Training/Community Room will be in the Town Municipal Lot next to the Police Facility.

**Custodial Fees:**

If custodial services are required as determined by the Chief of Police or their designee, the applicant/organization will be billed for these services. The custodial fees shall be \$28.00 per hour per person.

Note: The Chief of Police or their designee may, at their sole discretion, amend the application process and requirements based on the needs of the applicant and event.

As a general rule, back-to-back weekend functions will not be scheduled except in special circumstances to be approved in advance.

# MILFORD POLICE FACILITY

## APPLICATION FOR USE OF POLICE FACILITY TRAINING/COMMUNITY ROOM

Application is to be made to the Milford Police Department, Attn: Chief Viola, 19 Garden St, Milford, NH 03055, 249-0630

Name of Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name of the event: \_\_\_\_\_ Purpose of the event: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of function: \_\_\_\_\_

Will you arrive early to set-up? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_\_\_ : \_\_\_\_ to: \_\_\_\_ : \_\_\_\_ on Date(s): \_\_\_\_\_

# of People Expected: \_\_\_\_\_

Podium required Y \_\_\_\_\_ N \_\_\_\_\_

**\*\*\*Parking for those utilizing the Police Facility Training/Community Room is located at the Municipal Parking lot next to the Police Facility\*\*\***

The granting of this application by the Chief of Police or their designee for the use of the requested space for the purpose / organization stated above indicates neither endorsement nor support by the municipality and its Board of Selectmen of the views or activities of the applicant or applicants.

The undersigned has read the Town of Milford Terms and Conditions for Use of the Police Facility Training/Community Room and agrees to the terms and conditions outlined therein.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
Date

Certificate of Insurance Required? \_\_\_\_\_

Certificate of Insurance Received? \_\_\_\_\_

Space Reservation Confirmed: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Signature & Title

Yes

No

Date