



317 SOUTH BURLINGTON, HASTINGS, NEBRASKA 68901

Request to Use Police Facilities

Today's Date: _____ Date of Event: _____

Time of Event: From: _____ To: _____

Type of Event: _____

Which room are you requesting? (Please Check All That Apply)

Auditorium Classroom Conference Room Gymnasium Kitchen

Is event recurring?: Yes No

If event is recurring, how long do you anticipate needing the room?

(Example: Every Thursday from 6:00 to 7:00 pm for the next 3 weeks)

Who is the responsible adult for this event? (Adult must be present if youth under 19 are in attendance)

Name: _____ Organization's Name: _____

Address: _____ Phone Number: _____

Email Address: _____

Is Your Organization Non-Profit? Yes No

If so a copy of your Tax Exempt Form or 501(C)(3) must be attached.

**I HAVE RECEIVED AND REVIEWED THE TERMS AND CONDITIONS
AGREEMENT FORM.**

Signed: _____ Date: _____

A member of the Hastings Police Department Administration will contact you to confirm or deny your request.

-----**Department use only below:**-----

Party Notified of Approval Status? Yes No

(Print Employee Name) _____

Fee Received: Yes No Method of payment: Cash Check Credit Card

**Request to Use Police Facilities
Terms and Conditions**

You will be charged \$100.00 per day to use the auditorium or gymnasium and / or \$50.00 per day to use the classroom or conference room facilities. The use of the kitchen area is included with these costs. THESE FEES MAY BE WAIVED FOR NON-PROFIT ORGANIZATIONS. You may pay by cash, check, or credit card. All checks should be made out to City of Hastings Police Department.

You must agree to the following terms and conditions

1. You understand that no alcohol is allowed inside OR outside the police department and that tobacco use is permitted outside the building ONLY.
 2. Any youth-related events must be accompanied by an adult 19 years of age or older.
 3. Any loud, boisterous, disruptive behavior that prohibits or interferes with the operations of the police department or the 911 center is not allowed. If such behavior is exhibited, all participants will be required to leave the building immediately. You and /or the group you represent will not be allowed to use the police facilities again.
 4. You are responsible for cleaning and removing any trash or rubbish from the facility that your group creates. Cleaning supplies are located in the kitchen area and are clearly marked. The trash dumpster is located on the north side of the police station in the parking lot.
 5. Any damage to the facilities as a result of your event will be assessed to the responsible adult signing this form.
 6. Police Department business takes priority over any public event or public use of the police facilities. If an unforeseen police event takes place and the facilities you have been approved to use are needed for police business, you will be notified as soon as practical that your event may have to be cancelled.
 7. You agree to reserve the room(s) no later than seven (7) days prior to the event.
 8. You agree that the last member of your group leaving the building will notify the front office or 911 Center that you are concluding your event.
 9. Your activity must be limited to the room(s) (and the restrooms on the same floor) you have requested.
 10. This is a non-smoking facility
 11. You should be aware that there are security cameras throughout the building. You or your group's activities are monitored and recorded by our 911 center for security purposes.
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