



# Athol Police Department

280 Exchange Street \* Athol, Massachusetts 01331

Tel. (978) 249-3232 \* Fax (978) 249-7903



*Timothy C. Anderson*

*Chief of Police*

## MEETING ROOM USE REQUEST FORM

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

NO FOOD OR BEVERAGES ARE ALLOWED IN THE ROOM WITHOUT PRIOR APPROVAL OF THE CHIEF OF POLICE OR HIS/HER DESIGNEE.

You and/or your organization will be held financially responsible for any cleanup and/or damage incurred during your use of the facilities.

The needs of the Athol Police Department will take precedence, and if a scheduling conflict arises you and/or your organization will be notified, as far in advance as is possible, that the meeting room is unavailable.

By signing this request you are agreeing to the above stated terms.

\_\_\_\_\_  
**REQUESTOR'S SIGNATURE**

\_\_\_\_\_  
**DATE OF REQUEST**

Form 2010-7\_APD