



DAVID L. KURZ
Chief of Police

DURHAM POLICE DEPARTMENT

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RENE H. KELLEY
Deputy Chief
SEAN F. KELLY
Captain

June 22, 2011

Alix Handelsman
47 Canney Road
Durham, NH 03824

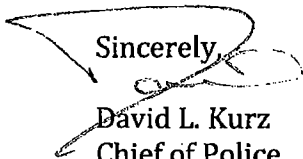
Dear Ms. Handelsman:

I am in receipt of your request for copies of the reservation form the Durham Police use to secure the community room by groups and organizations, specifically for the dates of June 10 and 14, 2011 when Chairman Henry Brackett requested the facility. I have enclosed our policy on the use of the room as well as a copy of the June calendar outlining who used the community room during this time frame.

Staff has advised me that initially Town Administrator Todd Selig requested space for the School Board to use and/or advised that they would be calling to reserve a room. The School Board engaged the room on several occasions including an informal request from Henry to use the small conference room in the rear of the facility. I am advised that this may not be noted on the reservation calendar since the use of this room would not have created a scheduling conflict with the use of the community room.

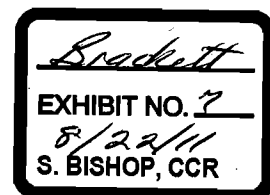
Additionally, the School Board did not fill out an application to use the community room since they are already an established and recognized governmental entity. I hope this information is what you were looking for. If you require additional information, please feel free to contact me.

Sincerely,


David L. Kurz
Chief of Police

C: Todd Selig, Town Administrator
Howard Colter, Superintendent

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



DURHAM POLICE DEPARTMENT

**86 Dover Road
Durham, New Hampshire 03824
(603)868-2324**

POLICY #: 45.1.2.1

SUBJECT: Chief Ray Burrows Memorial Community Room

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

Purpose

This policy and procedure is developed to give guidance to the Durham Police Department and community users of the Chief Ray Burrows Memorial Community Room.

Policy

The Durham Police Department gratefully acknowledges the generous contributions of the Durham Police Officer's Association that made the refurbishment of the Chief Ray Burrows Memorial Community Room possible.

It shall be the policy of the Durham Police Department to provide public meeting space in the Chief Ray Burrows Memorial Community Room.

No private persons, organizations, or profit making enterprises shall be permitted to use the Chief Ray Burrows Memorial Community Room unless an APPROVED application is on file. Approval will be based on the publics' interest being furthered by the use of the room.

The Chief of Police reserves the right to allow or disallow any person or organization access to any portion of the police facility.

Procedure

- Any person, organization, or non-profit public benefit enterprise seeking to use the Chief Ray Burrows Memorial Community Room must have a completed and current application on file with the Durham Police Department.
- Reservations for the Community Room can be made over the phone if there is a current application on file.

- Absent a current application, potential users must complete an application *in person* at the Durham Police Department. The application must be signed in front of a Durham Police Department employee who shall witness the signature. No applications shall be accepted by mail or fax.
- Organizations approved to use the Community Room shall assume responsibility for the care and condition of the room, its contents, and equipment. Any damage to the room, its contents, or its equipment shall be the responsibility of the user(s). Costs for any repairs or replacement shall be the sole responsibility of the user(s).
- Organizations that would like to use Durham Police Officers' Association owned media equipment, must indicate the equipment needed in their application. Prior to approval, the person signing the application shall be trained in the use of the requested equipment.
- In order to ensure that the room is properly maintained, the Durham Police Department shall visually inspect the room, its contents and equipment every business day. Deficiencies shall be brought to the attention of the Captain immediately upon discovery.

COMMUNITY MEETING ROOM

JUNE, 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	1	2	3	4
5	6 10 ⁰⁰ -12 ⁰⁰ Hurybrauker	7 ARA 0900-1130	8 ARA 10 ⁰⁰ -12 ⁰⁰ 6:30-8pm Library	9	10 Chief PD 0830 School Board in Deck	11
12	13 Great Day Rowing 1900-2130 Heim School Board School Board 10-12 11-1:30pm	14 School Board 9-11am	15 ARA 10-12 am	16 TSC 9am-	17	18
19	20 EMERGENCY	21 ARA 0900-1130 FLETC	22 Gregory 1800-2100	23	27	25
26	27	28	29	30		

CANCEL THESE!!

