



DAVID L. KURZ  
*Chief of Police*

## DURHAM POLICE DEPARTMENT

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RENE H. KELLEY  
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June 22, 2011

Durham, NH 03824

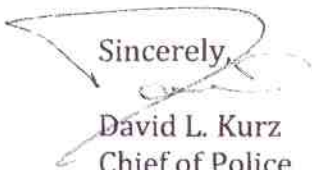
Dear

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

