



Police Department

20495 SW Borchers Drive

Sherwood, OR 97140

Ph: 503-625-5523

Fax: 503-925-7159

Dispatch: 503-629-0111

Police Department Community Room Use Application

Maximum Occupants: 113 Maximum Parking Spaces: 49 (Includes 4 Handicap Spaces)

Applicant Name: _____

Organization/Agency Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Date Requested: _____ Time Requested: _____

Purpose of Room Use: _____

Approximate # of attendees expected: _____

Printed Name

Signature

Date

Please check all that apply:

Food will be served. *Request use of A/V system.

If using A/V system, presentation must be brought on a thumb drive, **no exceptions.*

Special Request(s): _____

By signing this form, you agree to the policies and procedures as stated in the 'Meeting Room Use Policy and Procedures' attached to this form. Please maintain a copy of these policies for your records. Applicants will be notified by e-mail, of approval and must have approved application with them while using the room. If you have any questions, please call 503-625-5523. Application may be e-mailed to policeinformation@sherwoodoregon.gov, mailed, delivered or faxed to the Sherwood, Police Department, 20495 SW Borchers Drive, Sherwood, OR 97140, fax# 503-925-7159.

NOTE: Please be aware that based on the operating needs of the City, your reservation time maybe cancelled or adjusted. If this happens, we will make every effort to find you a suitable replacement location. Thank you for your understanding.

Initials

For City Use Only:

Date Application Received: _____ Application Approved: Y N

Application Approval Sent/Emailed: Date: _____

Approval Signature (Police Chief or Designee)