

**Littleton Police Headquarters**  
**Community Room**  
**Policy and Procedures**

The Community Room may be used for meeting of groups not related to the Littleton Police Department under the following conditions of use:

1. Meetings will be scheduled on a first-come, first-served basis.
2. Meetings sponsored by the Littleton Police Department shall have priority in scheduling.
3. Use of the Community Room for commercial purposes will not be allowed.
4. Building safety considerations restrict the size of groups in the Community Room to 60 people.
5. Groups shall return the area to the condition in which they found it.
6. The person making the reservation for the space shall be responsible for seeing that the above conditions are followed.
7. Permission for a group to meet in the Community Room does not in any way constitute or imply an endorsement of the group's policies, beliefs or program by the Littleton Police Department.
8. Please bring a Non-Perishable Food Donation in exchange for the use of Community Room. All Donations will go to Loaves & Fishes which help local families in need.

**Parking:**

Public Parking is to the right of the building (Groton side). Additional parking is available upon request.

**Entrance:**

The Public Entrance is at the front of the building. The person in-charge of the meeting should check-in with the Dispatcher on-duty upon arrival.

**Room Set-up:**

Plan to set the room up for your meeting and restore the Community Room to its previous condition following your meeting.

**Restrooms:**

Public Restrooms are located directly outside the Community Room near the Main Entrance.

**Kitchen:**

The Community Room kitchen contains a small sink, small refrigerator, microwave, and a Keurig coffee machine. It is intended for serving light refreshments only. You will need to provide your own refreshments and serving supplies such as cups, paper plates, napkins, plastic utensils, etc. You will need to provide your own coffee supplies such as “K-Cups” for the coffee machine can be purchased at Donelan’s, usually in boxes of 20-24. The supplies in the cabinets belong to the Littleton Police Headquarters. We ask your cooperation in cleaning up after your meeting. Please ensure that all food and trash is disposed of properly.

**Children:**

Children should not be left unattended in the meeting rooms while their parents attend a meeting. Littleton Police staff members cannot provide child care services.

**Exit:**

Please note the Fire Exits if you are in charge of a meeting. The person responsible for the meeting should turn out the lights and check to see that the Community Room is returned to its original condition.

**Help:**

If you need any further assistance with anything in the Community Room please contact the Dispatcher on-duty.