



**TORONTO POLICE SERVICE
14 Division Community Room
Booking Request & Agreement**

FORM IS TO BE COMPLETED AND SUBMITTED TO 14 DIVISION FOR REVIEW & CONFIRMATION

APPLICANTS

The use of the 14 Division Community Room is restricted to non-profit community organizations operating within the boundaries of 14 Division, and must be of benefit to the 14 Division Community. The gathering must be lawful in nature, and may not violate any Federal, Provincial, or Municipal laws.

The final decision to allow a booking of the 14 Division Community Room lies with the Unit Commander.

Important: An email confirming the reservation of the community room must be received by the 14 Division Community Response Administrator before the reservation is considered finalized.

Please note that in exigent circumstances the needs of Emergency Services such as the TPS, the TFD, and the EMS will take precedence over community bookings.

USE OF THE COMMUNITY ROOM

The expectation is that the event organizer will ensure that the 14 Division Community Room will be utilized in a professional and considerate manner, without undue waste of utilities and wear on equipment. It is the responsibility of the event organizer to ensure that the available amenities are sufficient for purposes of the meeting.

Upon conclusion of the gathering it will be the responsibility of the event organizer to ensure that the 14 Division Community Room is left in a neat and orderly manner. In the event of an accident or damage to the 14 Division Community Room the event organizer will promptly notify the Officer-in-Charge of the nature of the accident or damage.

PARKING

Public parking at 14 Division is extremely limited and should be taken into consideration prior to booking the Community Room for an event. It is recommended that those attending a function make use of public transit, thereby limiting the number of cars requiring parking privileges.



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PLEASE PRINT LEGIBLY

ORGANIZATION: _____

PHONE#: _____

EVENT ORGANIZER:

PHONE#: _____

EMAIL: _____

ALTERNATE CONTACT:

PHONE#: _____

EMAIL: _____

EVENT DATE: _____

START TIME: _____ **END TIME:** _____

PURPOSE/DESCRIPTION OF EVENT/MEETING:

NUMBER OF PARTICIPANTS EXPECTED: _____

AUDIO/VISUAL EQUIPMENT REQUESTED:
YES: _____ **NO:** _____



**TORONTO POLICE SERVICE
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PRE - EVENT CHECKLIST**

Event Organizer:

TPS Representative:

Condition of Community Room: (NOTE ANY DEFICIENCIES PRIOR TO MEETING/EVENT)

Equipment Requested: (NOTE ANY DEFICIENCIES PRIOR TO MEETING/EVENT)

POST - EVENT CHECKLIST

Event Organizer:

TPS Representative:

Condition of Community Room: (NOTE ANY DEFICIENCIES POST MEETING/EVENT)

Equipment Requested: (NOTE ANY DEFICIENCIES POST MEETING/EVENT)
