



# MPA TRAINING CENTER POLICIES AND GUIDELINES



The Mesquite Police Association (MPA) welcomes the public use of its meeting facilities in keeping with the MPA's purpose to "promote improved community relations through programs which benefit the community."

The Training Center Policy establishes rules and procedures for the use of the MPA's meeting facilities. The MPA Board of Directors or its designee is responsible for implementing this policy and for maintaining reservation lists.

**Use of MPA meeting rooms by any group signifies acceptance of the terms of this policy.**

## GENERAL GUIDELINES

- The MPA Training Center is for use primarily for MPA or Mesquite Police Department (MPD) affiliated or MPA/MPD sponsored meetings, programs, or events. However, meeting rooms are also available to the community, and the MPA Board of Directors wishes to encourage its use by area community groups when not in use for MPA/MPD functions. Requests are considered in the following order:
  1. MPA/MPD related events
  2. Mesquite Community Events
  3. County, State or other governmental entity events
  4. All other individuals, organizations or groups that meet the use requirements set forth in this policy
- The MPA Training Center is designed to meet general, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars. Commercial-centered programs and events are not included in the use of the MPA Training Center.
- To be eligible to use a meeting room, any group or organization must be not for profit and should include three or more individuals.
- A sign in-sheet or roster of attendees will be required for every event with no exceptions. These will be made available by the MPA.

- There is no charge for reserving the Training Center. If the event leaves an undue amount of cleaning required, then the individual responsible for the event will be required to pay a \$25 cleaning fee.
- Use of the MPA Training Center does not constitute MPA or MPD endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.
- Meetings or programs that would interfere with the MPA's normal operation by causing excessive noise, a safety hazard, or security risk are prohibited. The MPA Board of Directors retains the right to stop meetings or programs that were approved but are disruptive in the same manner. Individuals attending meetings or programs must comply with all MPA Training Center policies and shall immediately cease actions deemed in violation of these policies upon request.
- Noise levels from the Training Center must not disturb MPA members or employees in adjacent business suites or rooms within the MPA Facilities.
- Children must be supervised by an adult at all times.
- Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
- The MPA Board of Directors retains the right to deny use of the Training Center if an individual, group, or organization intends to engage in criminal behavior.

## **RESERVATIONS**

- Reservations will be required to be made 3 days prior to the event. Any requests after that time limit may be denied.
- When making a reservation, the following will be required:
  1. Name of organization (if applicable)
  2. Name, address, and telephone number of the responsible person
  3. Total number of persons expected to attend
- Requests for use of the MPA Training Center will be made by online request form only. Requests will be honored on a first-come, first-served basis.
- Notice of cancellation should be made to the Board of Directors as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- Groups may not assign or transfer their reservations to other groups.

# CARE AND USE OF FACILITIES

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Personal furniture or equipment may be allowed with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the Board of Directors should be notified when the equipment is brought into the building.
- Equipment, supplies, or personal effects cannot be stored or left in the MPA Training Center before or after use.
- Keep the public access door unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to the exit.
- Public entrances are to be used for all access to and from the building. **DO NOT USE DOORS MARKED “MEMBERS ONLY”.**
- All trash resulting from the serving of refreshments must be removed by the event organizer or its attendees.
- If the event leaves an undue amount of cleaning required, the event organizer will be required to pay a \$25 cleaning fee.
- The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the MPA Training Center.
- Permission to use the MPA Training Center may be withheld from groups that have failed to comply with the policy in place and from any group that damages the room, equipment, or furniture, or causes a disturbance
- Questions not covered in this policy should be addressed to the Board of Directors.

# VIDEO SURVEILLANCE ADVISORY

- The MPA has installed security cameras that record audio and video on the exterior and interior of the MPA property.
- The cameras at the MPA are used primarily for the security of MPA members and to assist in the investigation of any criminal or health and safety violations.
- The cameras are constantly recording, and a live stream may be viewed by the Board of Directors at any time. The video surveillance system is not intended to be used as a method to control or monitor any events held at the MPA Training Center.