

Gary Konzak Training Room Reservation Form

Grand Junction Police Department

555 Ute Avenue

Grand Junction, CO 81501

970-549-5100

NAME OF ORGANIZATION _____

TYPE OF ORGANIZATION: NON-PROFIT GOVERNMENT CIVIC OTHER

IF NON-PROFIT, FEDERAL ID NUMBER: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NO. (INCLUDING AREA CODE): _____

CONTACT PERSON: _____

DAYTIME TELEPHONE NO. FOR CONTACT PERSON: _____

PURPOSE OF USE: _____

ESTIMATED NUMBER OF PEOPLE EXPECTED: _____

OPEN TO PUBLIC? YES NO

DATE & TIME OF EVENT TO INCLUDE SET UP AND TEAR DOWN: _____

DOORS TO BE OPENED AT: _____

DOORS TO BE LOCKED AT: _____

The primary intended use of the Gary Konzak Training Room is for police training, meetings, or other functions deemed necessary for the efficient and effective delivery of police service to the community. In general, the room may be used by members of the community for 'business-related meetings and training.' It is not available to members of the community for events such as dinners, receptions, fund-raising, entertainment, for-profit, commercial or anti-government events. Requests to use, or reserve, the room will not be accepted more than 30 days in advance of the requested reservation date. Due to staffing availability, the hours that this room will be available are generally from 07:30 a.m. to 5:30 p.m., Monday through Friday. Other arrangements may be approved on a situational basis. Failure to notify this department of a cancellation is grounds for denial of any future requests. The Grand Junction Police Department reserves the right to cancel and supersede any reservations made for the training room up to, and including, the date/time of the scheduled event.

Parking – Please provide your attendees with information on where to park. Parking in the main GJPD front parking lot is limited. If you anticipate needing fewer than 20 parking spaces for your attendees, they should be able to find space to park in the west end of our front lot. The entry to this lot is from Ute Avenue at S. 6th Street. If for some reason there is not sufficient space there, or you anticipate needing more than 20 parking spaces, please direct your attendees to use our auxiliary parking locations designated on the map provided. Please remind your attendees to abide by all parking signs. Our employee parking lot, which is immediately east of the Fire Department buildings is not to be used by your attendees.

A limited kitchen set-up is available but will remain locked unless prior arrangements are made. If beverages and food are to be provided during the use of the room, it is the responsibility of the event organizer. Items such as light food, non-alcoholic drinks, snacks, lunch-type items, fully catered lunches and dinners are acceptable. The room is equipped with AV equipment, to include projector, screen and audio capabilities. If you are displaying a PowerPoint presentation, we suggest the use of a dark background in the presentation to prevent glare. Specific walls are painted with IdeaPaint which is a transparent paint solution that allows the use of dry erase markers to be used directly on the wall, acting as a white board. ONLY APPROVED MARKERS PROVIDED BY THE GRAND JUNCTION POLICE DEPARTMENT ARE ALLOWED TO BE USED ON THESE WALLS. Failure to use authorized markers will result in permanent damage to the walls. If you need internet connection for your meeting, you must use a GJPD computer as no outside computers will be allowed to connect to the internet.

It is our expectation and the responsibility of the event organizer that the necessary and appropriate cleaning of all areas used during the event, leaving them in the condition they were found prior to use will be satisfied. A pre-inspection and post-inspection walk-through will reflect the condition of the room and accessible areas. Cleaning supplies and a vacuum are available for your use to assist in this expectation. Failure to meet this expectation will result in the denial of any future requests to use this facility.

This contract is between the Grand Junction Police Department and the event organizer. No sub-lets are allowed.

I agree to abide by the rules for the use of the Gary Konzak Training Room. I accept responsibility for any damages incurred to the facility, regardless of intent, recklessness or negligence on the part of any individual attending the event

Signature of Applicant: _____ Date: [Click here to enter a date.](#)

Printed Name of Applicant: _____

Please return completed and signed form to: Grand Junction Police Department
555 Ute Avenue
Grand Junction, CO 81501
Attn: Administration

Or e-mail to susanha@gjcity.org or heidil@gjcity.org

Pre Inspection Walk-Through: _____

Post Inspection Walk-Through: _____
