

Guidelines for reserving the Community Room

Training and community programs offered by the PWRD are first priority for the Community/Training Room. The following rules do not apply to PWRD and/or the City of Port Washington. PWRD reserves the right to cancel a group's meeting in the case of an emergency in which the Community Room is needed as a command center.

The Port Washington Police Department reserves the right to deny any group a reservation at any time.

For community groups:

No group can monopolize use of the room. (Maximum use of the room = once per month per group.)

Reservations will not be taken earlier than 2 months before the event.

No youth groups will be allowed to use the room, due to past problems.

If a group moves the chairs and/or tables, the group should re-configure the tables and chairs to the same positions as when the group arrived.

If a group offers refreshments, the group shall clean up before leaving.

If the room is left messy or the chairs and tables are not configured correctly, the group will be charged a minimum of \$25 - \$50 for the janitor's time to clean up and/or move the tables and chairs.

The group will be held responsible for any damage to property in the room or to the portion of the building that they are using.

If a group becomes noisy or disruptive in any way, they will be required to leave the premises and will no longer be allowed to use the room.

Parking

Attendees are not to park in the Port Washington Police Department parking lot. This lot is reserved for people conducting business at the police department. Any vehicles parked in the 15-minute parking spots in the police department lot will be ticketed and towed.

Parking is available in downtown parking lots. Street parking is available north of the police department on Jackson Street and in the downtown area. (Some parking time restrictions may apply.)