



WAXAHACHIE POLICE DEPARTMENT

A Recognized "Best Practices" Agency

630 Farley Street, Waxahachie, TX 75165
Phone: 469-309-4400 Fax: 469-309-4420



Community/Training Room Usage Application

Name of Group: _____

Name of Individual making application: _____

Date of event: _____

Event Time (not including setup or takedown): Start: _____ am/pm End: _____ am/pm

Mobile number for individual making application: _____

Address: _____

Email address: _____

Type of meeting: _____

Anticipated number of attendees: _____ Maximum Occupancy 60 persons

I understand and will abide by the City of Waxahachie Police Department Community Room Policy and guidelines.

This application made and entered into on _____, by and between the City of Waxahachie and applicant (hereinafter referred to as "Applicant"). I/we assume full responsibility for any damage to Waxahachie Police Department equipment and/or property that occur as a result of the requested use.

Furthermore, I/we understand that the City of Waxahachie, its Police Department, staff, and representatives will not be held liable for any injury or damage which may occur to me, by my guests, and/or members of the above-named organization and/or property during our requested use of the facility.

H E A R T

Honor | Ethics | Accountability | Respect | Transparency



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I/We understand that the facility and surrounding common areas will be left in the clean condition in which we found it, free of trash and debris. I/We, the undersigned, have read the above agreement, fully understand its legal meaning, and do sign below as my/our own free act and deed. I understand that there is a **\$50 usage deposit that will not be returned if the facility is not left in a clean condition.**

I/We understand that the scheduled usage of this room may be cancelled without notice by the Waxahachie Police Department in the event of an emergency.

Executed at Waxahachie, TX, this _____ day of _____, 20____.

Agreed and Accepted by Applicant:

Name: _____ Signature: _____

(Print)

Please note that the completion and submission of this application does not guarantee your reservation request. Your reservation will be confirmed once the \$50.00 deposit has been received and WPD staff has approved your event. Thank you.

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