



Clayton County Police Department PROCEDURES

Subject USE OF THE MEDIA/COMMUNITY ROOM		Procedure # B21	
Authorizing Signature 	Effective 03-02-2026	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 6

I. PURPOSE

The purpose of this policy is to establish guidelines for employees and community groups when utilizing the Clayton County Police Department's (CCPD's) Media Room or Community Room.

II. POLICY

The Clayton County Police Department's (CCPD's) Media Room and Community Room are only available for use by County government entities and community groups (e.g., Neighborhood Watch, Homeowners Association, etc.) involved directly in crime prevention/intervention, for victim assistance programs sponsored by the Department, or for other County/Department events that are pre-approved by the Chief of Police, or an authorized designee (hereinafter referred to as the Chief of Police).

III. PROCEDURES

A. General

The Media Room and Community Room are located inside the Department's Headquarters building. The Media Room is across from the atrium front desk and main entrance, while the Community Room (room #109) adjacent to it.

1. The Media Room and Community Room shall not be used by the public or employees to host private events (e.g., baby showers, birthday parties, etc.).
2. All uses of the Media Room and Community Room shall be reviewed for conformance to this policy and scheduled by the Department.
3. The Department may terminate any event scheduled to take place inside the Media/Community Room for the following reasons:
 - a. When it is necessary for the safety of the public;
 - b. For the protection of resources;
 - c. Violating any applicable laws;
 - d. Violating any County and/or Department rules and regulations; and
 - e. When deemed necessary in the public interest.

B. Capacity

The maximum number of people legally permitted in a room at one time is established by the County Fire Marshal. Maximum occupancy signs are posted in conspicuous places inside each room. The maximum occupancy for the Media Room is sixty-nine (69) persons, and for the Community Room, it is one hundred and twenty-two (122) persons. Note: Maximum occupancy restrictions may apply, due to COVID-19 or for other unforeseeable reasons.

C. Parking

The Department provides distinct parking for the general public and employees.

1. The first four (4) rows of parking spaces, from North McDonough Street, are reserved for the general public; they provide direct and convenient access to the main entrance of the CCPD's Headquarters building.
2. The rest of the parking lot is reserved for employees only. There are "Employee Parking Only" signs posted before the employee parking areas.

D. Media/Community Room Reservation Guidelines

1. The Department reserves the right to reschedule or cancel any event in its sole discretion without liability.
2. Use of the facility, shall be restricted to County community groups involved directly in crime prevention/intervention, and victim assistance programs sponsored by the Department, or other County/Department events that are pre-approved by the Chief of Police.
3. The number of people scheduled or estimated to attend such event, shall not exceed the legal capacity established by the County Fire Marshal for either room.
4. Availability for rooms are based on a first-come, first-served basis. Reservations will not be taken more than ninety (90) days in advance and shall not conflict or interfere with Department/County functions or activities.
5. Reservations will be denied if the proposed use violates any applicable laws, County/Department rules and regulations, or is reasonably anticipated to damage or be inconsistent with the use of County property.
6. The applicant for such event must be at least twenty-one (21) years old and must be present during the duration of the event.
7. The applicant shall make timely and proper notification to the Department regarding the cancellation and/or re-scheduling of an event.
8. The applicant understands and acknowledges that unforeseen events and needs of the County/Department may require the Department to cancel the requested use without prior notice at any time.
9. Any event that does not involve Clayton County government entities, shall not be held in the Media Room or the Community Room until the applicant has completed and signed the *Media Community Room Application and Agreement Form* (refer to Appendix A of this procedure) and provided a copy of the agenda/program for the scheduled event.
10. The Department reserves the right to make any decisions on matters not expressly covered by the guidelines and rules listed in this policy. Furthermore, the Department may require the applicant to submit additional information or documentation deemed necessary to protect the facility and act in the best interest of the County.
11. The applicant shall indemnify and hold harmless Clayton County and its elected officials, employees and agents from any liability for harm to persons or property that might occur during or because of the requested use of the Media Room or Community Room.

E. The following Rules of Use for the Media/Community Room shall apply:

1. Hours of operation for non-government entities are Monday through Friday, 5:00 PM to 9:00 PM, and Saturday through Sunday, 9:00 AM to 9:00 PM. Scheduled use of rooms must include preparation and clean-up time. No use shall conflict with the laws of the State of Georgia, Codes and Ordinances of Clayton County, or County/Department written directives.
2. Users will only have access to the rooms, and public access areas (e.g., restrooms, atrium, and vending machines) outside each room that are readily accessible to the general public. Users will not have access to, nor attempt to gain access to, restricted areas authorized for employees only.
3. Authorized representatives of the County shall have the right to enter rooms or all parts thereof at any and all times during a scheduled event.
4. Use by businesses or persons "for profit" is prohibited. No fees may be charged to attend an event or meeting.
5. No advertising shall be exhibited, and no solicitation or sales made in the building or on the grounds are permitted without the prior written permission of the Chief of Police.
6. Use for political or religious purposes is prohibited.
7. Physical contact type participation events (e.g., self-defense classes, aerobics) are not allowed.
8. Firearms and weapons are prohibited.
9. Alcoholic beverages and all other illegal substances are strictly prohibited, either in the facility or on the grounds.
10. There is No Smoking inside headquarters in accordance with County Ordinance Section 70-103. Any and all forms of tobacco use are prohibited inside either room.
11. No pets, other than service animals, are allowed inside the CCPD's Headquarters building.
12. Storage is not available in the Media/Community Room or on the grounds for equipment before or after the event. No exceptions will be allowed.
13. Kitchen access is reserved for Department use only. Packaged snacks and beverages with lids/caps are permitted inside the room. If refreshments are being served, users shall place a protective covering over the floor to prevent staining or damage to the floor. The applicant shall bring an adequate supply of spill clean-up materials in the event a spill occurs. Spills must not be left unattended and must be cleaned up immediately.
14. The applicant should inform users that the Department will not provide message services. No support services or supplies will be provided. The driving of nails, screws, tacks, pins, or the use of other objects into the floor, walls, ceiling, partitions, doors, and door or window casings is strictly prohibited.
15. Technical equipment installed in the rooms are for Department use only. No electronic or electrical equipment shall be disconnected or removed from the room or its component stand or shelf. Electrical outlets are provided and shall be used properly.
16. The playing of any computer, television, stereo, or other musical instrument or amplifying device in such manner or with such volume as to disturb the quiet, comfort, or repose of any persons outside the room is prohibited.
17. The applicant, shall immediately notify the Department of any safety violations, concerns, or conditions that would create a safety problem, or any damage/theft to government property that occurred during an event.

18. The applicant shall be responsible for the condition of the facility: surfaces must be wiped clean, floors cleared of debris, and tables and/or chairs cleaned and set to their original position. Trash left on the floor or damage to any government property will subject the applicant and/or attendees to prosecution for violations of the law. Note: Littering carries a maximum fine of \$1,000.00 and/or six (6) months imprisonment, or both. Damaging, destroying, or defacing government property is a felony punishable by imprisonment for up to five (5) years.

F. Field Reporting

1. Whenever an employee is made aware of any unfavorable incident and/or damage that was caused during a scheduled event held inside the Media/Community Room, the employee shall notify their immediate supervisor, or an on-duty supervisor. The on-duty supervisor will ensure that an officer responds to the call with them.
2. When such an incident involves a crime, the primary reporting officer is responsible for the following, when applicable:
 - a. Interviewing the complainant, victim(s), witnesses or suspect(s);
 - b. Photographing any and all alleged property damage caused as a result of the incident;
 - c. Photographing any and all alleged injuries suffered by all involved parties as a result of the incident;
 - d. Collecting and documenting any physical evidence related to the incident; and
 - e. Ensuring their *Incident Report* is complete and details of such incident are described in a clear and concise manner.
3. Depending on the severity of the incident, the involved supervisor will notify their chain of command via phone and/or County email. Regardless on the manner of notification, the supervisor, or authorized designee, will complete a *Command Notification Incident Detail Sheet* detailing the incident, and send it via the County email system to the Police Report Notification Group, chain of command, and any other concerned and/or affected personnel.

G. Room Availability and Reservations

1. For Media/Community Room availability or reservations, employees shall notify their supervisor, who can verify on the CCPD's Intranet Site/Classroom Reservation Calendar (shown below), or by calling or sending an email to the Accreditation Manager, or the Office Manager of the Chief of Police. Note: Access to the Classroom Calendar may be limited to a certain number of supervisors.



- a. Upon accessing the Classroom Reservation Calendar, the supervisor, or authorized designee, will enter the event date or click on the calendar icon, and click the search date button to determine room availability. Sample shown below.



- b. If such event meets the policy requirements and the desired room is available, the supervisor, or authorized designee, will click the Add Event button (shown below) to start the reservation process. Reminder: Some supervisors might not be able to add an event.

The screenshot shows a user interface for adding an event. At the top, it displays the date "FRIDAY FEBRUARY 20, 2026". Below this, there is a button labeled "Add Event" with a red arrow pointing to it, and a "Cancel" button. Below the buttons is a table with three columns: "TIME", "EVENT DESCRIPTION", and "USER". The table currently contains the text "No entries for today".

- c. The supervisor, or authorized designee, will enter the start time, and the following information in the narrative section and click the save button (shown below):
- 1) Specify which room is being reserved;
 - 2) Start and end time;
 - 3) Requesting supervisor's name, assignment and phone number;
 - 4) Type of event, and estimated number of attendees;
 - 5) Point of contact's name, phone number and email;
 - 6) Indicate if the *Media Community Room Application and Agreement Form* has been completed and a copy of the event agenda/outline has been obtained, or if they are in progress; and
 - 7) The reserving supervisor will enter their name and assignment.

The screenshot shows a form for adding an event. It has three main sections: "Date" with a dropdown menu showing "02/20/2026", "Time" with a dropdown menu showing "6:00 PM" and a note "Leave blank or use 12:30 PM format", and "Narrative" with a text area containing the following text: "Media Room: 1800-1900, Lt. L. Smith/Community Affairs Unit, CL PH (123)456-7891, Sierra Heights HOA Meeting, 20-25 attendees, POC - HOA President Jim Davis, CL PH (234) 567-8910, email abc.defgh@gmail.com, room agreement signed and agenda obtained by Lt. L. Smith, room reserved by Lt. L. Smith/Community Affairs Unit." A red arrow points to the "Save" button at the bottom left of the form.

- d. After the information is saved, the supervisor, or authorized designee, shall refresh the page, to verify the room reservation was entered.

2. When a supervisor requests to reserve a room from the Accreditation Manager, or the Office Manager of the Chief of Police, the requesting supervisor shall provide the same information as if they were making the reservation. The Accreditation Manager, or the Office Manager of the Chief of Police, shall check the availability and/or reserve the room.

Note: The requesting supervisor, or authorized designee, will ensure the *Media Community Room Application and Agreement Form* is completed and signed, and that a copy of the event agenda/outline was provided before the event, when such event does not involve the County/Department.

H. Department/County Events

1. Media/Community Room reservations for County/Department events shall be entered in the same manner as described in this policy, with the exception of the *Media Community Room*

Application and Agreement Form, and copy of the event agenda/outline does not need to be listed, because such form and copy are not required for County/Department events.

2. When a Department/County Event is scheduled in the Media/Community Room, the coordinating supervisor, or authorized designee shall:
 - a. Ensure that all supplies and equipment are available and the classroom is set up;
 - b. Make sure that all rules and safety procedures are followed;
 - c. Ensure noise levels do not disturb employees outside the room; and
 - d. Make sure written directives of the County/Department are followed.
3. Upon completion, the coordinating supervisor, or authorized designee, will ensure used surfaces have been wiped clean, floor cleared of debris, tables and/or chairs cleaned and set to their original position, and in an orderly fashion. If there is a large amount of trash or any considerable amount of food left inside the trash cans; they shall be emptied into the dumpster in front of the rear loading dock.
4. The coordinating supervisor, or authorized designee, shall report any safety violations, concerns or conditions that would create a safety problem, through their chain of command. Immediate notification shall be made, when necessary.

IV. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *B21: Use of the Media/Community Room* dated October 14, 2022.