



Colorado Springs Police Department

Standard Operating Procedure

DL-1720-07 Community Room Operations

Section 1700 – Resource Control

Effective Date: 5/25/2021

Supersedes Date: 12/28/2011

.01 Purpose

The purpose of this directive is to establish the rules and limitations for the use of the community rooms in the various police department facilities.

.02 Cross Reference

[GO 1720 Building Security](#)

.03 Definitions

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.04 Procedure

The department has five community rooms: one in each of the patrol divisions and one in the Police Operations Center. These rooms primarily serve as meeting locations for the police department in carrying out its official functions. These rooms are also made available to groups, free of charge, for the purpose of holding meetings, on an "as available" basis, subject to the limitations defined in the [GO 1720 Building Security](#) and this SOP. The use of these rooms is specifically restricted to not-for-profit activities and police department functions take precedent over any non-departmental use.

Any group or city department that wishes to use a patrol division community room will make that request to the appropriate division commander. Each request will describe the proposed use of the room and state the dates and times for which the request is made.

City departments or enterprises that are using the rooms are not required to sign the Release and Indemnification Agreement. No reservations will be made for the use of the rooms spanning

more than one calendar year. No reservations for the next calendar year will be made prior to September 1.

The Community Room in the Police Operations Center is restricted to use by groups that have a member of the Colorado Springs Police Department or the Colorado Springs Fire Department in attendance. The Professional Standards division commander, or designee, shall review the request and assure that it complies with this procedure.

Limitations on Use of Community Rooms

The police department makes these rooms available for use by not-for-profit groups with the specific understanding that department operational requirements take precedent over other scheduled events.

Should the need arise; the department may cancel the reservation of any group in order to accommodate a legitimate operational need. Community rooms will be closed during any time of protesting, civil unrest, or PORT deployments. Further, the department specifically makes these rooms available to the public with the explicit understanding that the users of said rooms agree to abide by the rules contained in this SOP and the security procedures discussed in [GO 1720](#).

Attachment

[Application Requesting Use of Community Room](#)

[Community Room Rules](#)

[Release and Indemnification Agreement](#)

[City Code § 3.2.302 Facility Security Plans](#)