INSTRUCTIONS FOR APPLICATION FOR USE OF A POLICE COMMUNITY ROOM

1. Please fill in the application form.

2. Please fill out the license agreement by:
    a. noting your group's name in the first paragraph,
    b. noting the location of the requested room and dates in paragraph 1,
    c. noting the name and contact information of your group in paragraph 13, and
    d. signing the agreement on page 4.

3. Submit the completed to the County Real Estate Division:
    a. via email at REALESTATE@AACOUNTY.ORG, or
    b. via fax to: 410-222-7978
    c. via mail to:
    REAL ESTATE DIVISION
    OFFICE OF CENTRAL SERVICES
    ATTN: DAWN HOLLOWAY
    2660 RIVA ROAD, 3RD FLOOR
    ANNAPOLIS, MD 21401

4. The Real Estate Division will coordinate with the appropriate Police representatives to determine if the community room is available on the requested date(s). If the room is available on your requested dates, you will receive a signed license agreement.

5. Please use email if possible to expedite processing of your agreement.

6. Please remember to sign the license agreement on page 4.