



Coeur d'Alene Police Department

Training Room Reservation

3818 SCHREIBER WAY
COEUR D'ALENE, IDAHO 83815
(208) 769-2320– FAX (208)769-2307

Reservation Confirmation

Person/Group Requesting Reservation:**Responsible Person:****Phone:****E Mail:****Date(s):****Class Times:**

Reserved on Training Room Calendar

Date Reservation

Reserved

Made:

By:

Access:

The Coeur d'Alene Police Department Training Room can be accessed through the front lobby. For class instructors or meeting hosts, initial contact and check in should be made with the Front Desk area on the first day. Attendees are not required to check in with the Front Desk and can access the training room through the front lobby.

Parking:

Attendees who do not require special parking privileges are asked to park in the street to allow visitors who are conducting business at the Police Department to park in the parking lot. Exceptions may be made upon request for special circumstances, security risks, etc.

Restrooms:

There are restrooms for both men and women located in the front lobby just outside the main entry of the training room designated for training room attendees and visitors to the Police Department.

Refreshments:

The Police Department does not provide coffee for trainings or meeting not hosted by the Coeur d'Alene Police Department. Groups are allowed to bring in any other refreshments/food for their training or meeting and a refreshments table has been set up to accommodate anything you would like to bring in. Alcohol and / or other substances that conflict with State and local laws are prohibited. Attendees are expected to clean up after themselves at the conclusion of the training or meeting.

Equipment and Technology:

Direction on the operation of the training room computer, monitor, projector, receiver, DVD/CD layer, surround sound, and laptop plug in is located in the podium. For questions contact the Front Desk and they can find someone to assist you. It is recommended that instructors arrive to class early on the first day to test and learn the system operations out in addition to testing all training materials and media are compatible with our equipment. On special request instructors can gain access the night before as well for these tests.

Lockup:

Often times the training room is reserved after hours. Please check with the Front Desk before allowing students to leave materials in the classroom. If there is an event booked after hours it will not be a secure room and those materials will have to be moved. If there are no scheduling conflicts permission may be granted to leave training materials in the classroom overnight. All presentation technology must be powered down and the lights must be shut off. Please check out with the Front Desk so the doors can be locked. If the Front Desk is closed, please use the telephone located in the foyer near the front doors to call Central dispatch and ask for a Watch Commander to contact you to ensure the lobby and training room doors are secure. When your training event has concluded please do your best to clean up after yourselves. Our custodial staff will take care of the deep cleaning.