

**For Office Use Only**

Date Key Returned \_\_\_\_\_

Inspection:

Yes \_\_\_ No \_\_\_ Floor \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Restroom \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Coffee Bar \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Trash \_\_\_\_\_

**Victoria Police  
Department**

P.O. Box 2086  
Victoria, Tx. 77902  
361-485-3700  
Non emergency



**Crime Prevention  
Unit**

Victoria Mall  
7800 N. Navarro # 157  
Victoria, Tx. 77904  
361-485-3808



**Victoria Police  
Department**

**Crime Prevention  
Division**

Located in Victoria Mall  
**361-485-3808**  
for reservations

**Community Room/  
Conference Room  
Facilities**

**As a public service we offer classroom and meeting facilities to non-profit groups.**

### Facility Guidelines

- ◆ Available 7:30 am to 9:00 pm Mon.-Sat.  
12:00 pm to 6:00 pm Sun.
- ◆ a key is available for check out  
Please call **485-3808 at least 24 hrs. in advance** to make arrangements for checking out key
- ◆ a coffee bar is available (Community Room)  
guests may bring coffee or other snacks  
Don't forget to take all items with you when you leave.
- ◆ guests are asked to leave the room clean, including restroom, coffee bar area, floors and removing trash (trash cans are located in the mall)
- ◆ we are an energy friendly facility and ask guests to turn off lights and set the A/C to an appropriate energy conserving setting.
- ◆ Set up is classroom style. We ask that the furniture not be rearranged.

**Guests may be assessed a cleaning fee if room must be cleaned after use.**

### “Community Room”

- ◆ Classroom design
- ◆ seats 25 to 30
- ◆ coffee bar
- ◆ VCR, LCD projector available



Group \_\_\_\_\_ Date \_\_\_\_\_ Time Reserved \_\_\_\_\_

Person Responsible \_\_\_\_\_ Driver Lic # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

I/we have been provided a copy of the facility rules and guidelines and agree to abide by them.

Signature \_\_\_\_\_

Room Using \_\_\_\_\_ **Please call 485-3808 to arrange key pick up & delivery time.**

Key # \_\_\_\_\_