



**Novel Coronavirus (COVID-19)  
Temporary Policies and Guidelines  
Police Department Community Room  
1275 North Milpitas Boulevard, Milpitas, CA 95035  
Reservations: 408-586-2402 or vbejines@ci.milpitas.ca.gov**

**UPDATED: AUGUST 13, 2021**

The Milpitas Police Department's top priority is to ensure the safety of our guests. Please note that any meeting event in the Police Department Community Room is contingent upon current public health orders and City policy.

**Vaccination Requirements**

The City of Milpitas will not require guests to show proof of vaccination when entering the Police Department Community Room.

**Masks and Face Coverings**

Effective Thursday, July 29, 2021, the City of Milpitas requires all City employees and visitors to wear face coverings in indoor settings within City buildings, regardless of vaccination status. Masks will not be provided, and guests must bring their own when entering the building.

**Room Capacity Limits**

The City of Milpitas Police Department is limiting capacity to 35 guests max until further notice.

**Food and Beverages**

Food and beverages are not permitted, except for water.

**Meeting and Time Limits**

Only one reservation is permitted in the Police Department Community Room per day. Until further notice, reservations for the Community Room shall be on a first come, first serve basis. Reservations shall not be confirmed more than sixty (60) days in advance, and groups and individual applicants are limited to no more than two (2) reservations per calendar month.

\*\*\*These guidelines supercede the Community Room additional guidelines dated July 2020. Public health orders are subject to change at any time, and reservations may be cancelled if the public health orders deem non-essential meetings unsafe.

\*I have read and understand the Novel Coronavirus updated policies and guidelines. I further understand that if my group does not abide by these rules, it may result in our meeting being immediately terminated and may result in not being able to use the room for future use.

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Applicant Name

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Date