Event Security Request Form

*This form needs to be completed in order to request Security Officers for an on-campus event. *This form must be submitted to the Reservations Desk by 4:30 pm **at least 2 Weeks prior** to the event date to ensure that Security Officers can be arranged for.

Reservation ID #:__________________________

Event Name: ________________________________ Day/Date: __________________

Event Start Time: ______ Event End Time: ______

Event Location: _____________________________

Anticipated Attendance: _____________________

Is this event open to the campus community? YES / NO

Organization Name: __________________________ Co-Sponsors: __________________________

Contact Name: _________________________ Phone: __________________ E-mail: __________________________

If Student Org:

Faculty/Staff Advisor: ______________________ Phone: __________________ E-mail: __________________________

**Reason for Security Request:**

Dance/Concert: _____ Alcohol: _____ VIP Event: _____ Other (please list): ________________

**Special Security Notes:** (use this space to provide any pertinent information for officers)

________________________________________________________________________________________

________________________________________________________________________________________

BUDGET#: _____________ - _____________ - _____________ - _____________ - _____________ - _____________ - _____________ - _____________ - _____________ - _____________ - _____________

Number of Officers Requested: _____ Requested Arrival Time: ______ Requested Departure Time: ______

Security Officer Policies:

*The cost of having Security Officers at an event are the responsibility of the group sponsoring the event. *Security Officers are required for the following events: Dances & Large Concerts, Events where Alcohol is present, Events featuring/including high-profile individuals

*Security Officers are recommended for the following events: Controversial speakers, Popular speakers with limited seating capacity, Events with well-known public officials

*Officers are scheduled in a minimum of four hour increments

*Final determination for requiring Security Officers at an on-campus will be made by the Director of Safety & Security, the Reservations Manager, and the Director of Campus Life for Student Organization Sponsored Events.

Contact Name: ______________________________ Signature: ______________________________ Date:_______

If Student Org:

Campus Programs Staff: __________________ Signature: __________________ Date:_______