

POLICE SERVICES REQUEST

Application/Request form for Police Services related to Special Events held on or around campus.



UNIVERSITY POLICE DEPARTMENT

Mail Stop 1231— College Station, Texas 77843-1231— 979-845-8097

SERVICES REQUESTED BY:

Last Name: _____ First Name: _____ M.I.: _____

Business Mailing Address/Mail Stop: _____ City: _____ State: _____ Zip Code/Mail Stop: _____

Business Phone: _____ Cell Phone: _____ E-Mail: _____

EVENT INFORMATION:

TAMU Department or Student Group: _____ Event Name: _____

Type of Event: _____ Location of Event: _____

Date of Event: _____ Time event will start: _____

Estimated Attendance: _____ Time event will end: _____

Contact Person During the Event: _____ Contact Person Cell Phone: _____ Contact Person E-Mail: _____

Alcohol Present? (alcohol event will require Police Officer): Yes No

Will money be collected on site? Yes No

Could the Event elicit an emotional response or be considered controversial? Yes No

If outdoors, has an alternate rain site been scheduled and approved? Yes No

If yes, what is the alternate location?: _____

Number of Police Officers requested: _____ Officer Start Time: _____

Number of Security Officers requested: _____ Officer End Time: _____

PAYMENT INFORMATION:

Part Number: _____ Account Number: _____ SA/Project Number: _____

AGREEMENT:

I understand that a cancellation must be made at least 24 hours before the event. If no cancellation is received I, the undersigned event representative, will be held financially responsible for paying a three hour minimum charge for every person assigned to work during an event. Situations which require additional personnel may result in additional costs. The balance is due in full upon receipt of the invoice.

Event representative signature (do not print): _____ Date: _____