Police Services Request

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

Texas A&M University

POLICE DEPARTMENT

Mail Stop 1231
College Station, Texas 77843-1231
Tel. (979) 845-8097 / Fax (979) 458-2252

Services requested by

Last Name

First Name

M.I.

Business Mailing Address/Mail Stop

City

State

Zip Code/Mail Stop

Business Phone Number

Cell/Home Phone Number

E-Mail Address

Event Information

TAMU Department or Student Group

Event Name

Type of Event

Location of Event

Date of Event

Time Event Will Start

Time Event Will End

Estimated Attendance

Time Gates/Doors Will Open

Time Ticket Office Will Open

Contact Person During the Event

Contact Person Cell Phone Number

Contact Person E-Mail Address

Alcohol Present? ○ Yes ○ No

Will Money Be Collected On Site? ○ Yes ○ No

Could The Event Elicit an Emotional Response or Be Considered Controversial? ○ Yes ○ No

If Outside, Has an Alternate Rain Site Been Scheduled and Approved? ○ Yes ○ No

If YES, Then What Is The Alternate Location?

Number of POLICE OFFICERS requested?

Number of SECURITY OFFICERS requested?

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