

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: