

Radford University Police Department Request for Security Services

-THIS SECTION TO BE COMPLETED BY THE REQUESTING ORGANIZATION'S REPRESENTATIVE-

Organization Requesting Services: _____

Event Title: _____

Location: _____ Estimated Attendance: _____ Alcohol Served? Yes No

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Contact Person: _____

Mailing Address: _____

RU Account Information: Fund: _____ Organization: _____ Account: _____ Program: _____

Brief Description of the Event: _____

Event Type: Banquet/Meal Reception
 Concert Tournament/Competition
 Dance Other (specify) _____
 Exposition

RADFORD UNIVERSITY POLICE OFFICERS ARE AVAILABLE FOR LIMITED SECURITY SERVICES AT SPECIAL EVENTS OF RU APPROVED ORGANIZATIONS. A MINIMUM OF TWO (2) UNIFORMED OFFICERS WILL BE PROVIDED FOR SOCIALS. THE NUMBER OF OFFICERS ASSIGNED FOR OTHER EVENTS WILL BE DETERMINED BY RUPD ACCORDING TO CIRCUMSTANCES OF THE EVENT, TO INCLUDE, BUT NOT LIMITED TO, THE NATURE OF THE EVENT, ESTIMATED ATTENDANCE AND TRAFFIC CONTROL REQUIREMENTS. RUPD WILL SUPPLY ALL NECESSARY EQUIPMENT TO PROVIDE THIS SERVICE.

THE REQUESTING ORGANIZATION WILL BE BILLED AT THE RATE OF \$32.00 PER HOUR PER OFFICER AFTER THE EVENT AND A MINIMUM OF 3 HOURS WILL BE CHARGED. OFFICERS WILL BE ASSIGNED TO THE EVENT 30 MINUTES PRIOR TO THE START AND REMAIN AT THE EVENT UNTIL THE AREA IS SECURE. ASSIGNED OFFICERS WILL BE UNDER THE COMPLETE CONTROL OF RUPD AND THEREFOR RUPD IS RESPONSIBLE FOR THE PROFESSIONAL LIABILITY AND APPLICABLE WORKERS' COMPENSATION BENEFITS.

THE RESPONSIBLE PARTY FOR THE ORGANIZATION MAY CANCEL OR REQUEST MODIFICATION OF THE SERVICES TO BE PROVIDED BY NOTIFYING THE RUPD COORDINATOR FOR SPECIAL EVENTS AT 831-5500 AT LEAST 48 HOURS PRIOR TO THE TIME OF THE EVENT. BILLING FOR THE EVENT MAY OCCUR IF THE CANCELLATION IS RECEIVED LESS THAN 48 HOURS PRIOR TO THE TIME OF THE EVENT. ALL REQUESTS FOR THE EVENT WILL BE KEPT ON FILE FOR A MINIMUM OF 5 YEARS.

CONTACT PERSON SIGNATURE

DATE

Radford University Police Department Request for Security Services

-FOR RUPD OFFICE USE ONLY-

Received and recorded by RUPD on (date): _____

The following provision has been deemed necessary for the requested event:

No security required

Security is required, but is DENIED for the following reasons(s): _____

Security Required

Number of officers required/assigned to the event: _____

Officers are scheduled to staff the requested event, at the indicated location, beginning at
_____ a.m./p.m. and ending at _____ a.m./p.m.

RMC required in addition to RUPD

RMC only required

Signature of RUPD Coordinator of Special Events

Date

Communicated approval or denial to requestor on (date) _____ by _____