# 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