

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? E }

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

Contact Person: _____

Mailing Address: _____

RU Account Information: Fund: _____ Origin: _____ Account: _____ Program: _____

Brief Description of the Event: _____

Event Type: Security Detail Crowd Control
 Event Coverage Other _____

RADFORD UNIVERSITY POLICE OFFICERS ARE AVAILABLE FOR LIMITED SECURITY SERVICES AT SPECIAL EVENTS FOR APPROVED ORGANIZATIONS. A MINIMUM OF TWO (2) UNIFORMED OFFICERS WILL BE PROVIDED FOR SOCIAL EVENTS. THE NUMBER OF OFFICERS ASSIGNED FOR OTHER EVENTS WILL BE DETERMINED BY RUPD ACCORDING TO THE 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 FOR THIS SERVICE.

THE REQUESTING ORGANIZATION WILL BE BILLED AT THE RATED RATE PER HOUR PER OFFICER AFTER THE EVENT. A MINIMUM OF TWO (2) 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 THEREFORE RESPONSIBLE FOR THE PROFESSIONAL LIABILITY AND APPLICABLE WORKERS' COMPENSATION BENEFITS.

THE RESPONSIBLE PARTY FOR THE ORGANIZATION MAY CANCEL OR REQUEST MODIFICATION OF THE SERVICE PROVIDED BY NOTIFYING THE RUPD COORDINATOR FOR SPECIAL EVENTS 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. REQUESTS FOR THE EVENT WILL BE KEPT ON FILE FOR A MINIMUM OF 5 YEARS.

CONTACT PERSON SIGNATURE

DATE

