

“EVENTS REQUIRING SECURITY” FORM – STUDENT ORGANIZATIONS – REV OCT 2018

Due at least *10-14 days in advance* of the event for approval and confirmation of event. Please take to Public Safety Office in Heubeck Hall, then return the signed form to the Office of Student Engagement to process.

Event Details

Event Title: _____

Day/Date of Event: _____

Location of Event: _____

Alternate Location: _____

GRILL(S) OR FIREPIT REQUESTED: Yes (number of grills or FYV courtyard reserved?)
 No

Event begins: _____ a.m. p.m.

Event ends: _____ a.m. p.m.

Will you invite off-campus visitors? Yes No

Estimated Attendance: _____

Contact Information:

Contact Person for Event: _____ Phone: _____

Club Name: _____ Account Number: _____

Club Treasurer’s Name: _____

OFFICE OF PUBLIC SAFETY APPROVAL:

Officers Needed: Yes If yes, number of officers: ____ (Fee: \$40/hour-min. 4 hours)
No

Recommendations/Comments:

Authorized Signature – Office of Public Safety Date

OSE – Signed form received (date): _____ *Event #* _____

Date entered in system: _____ *Initials:* _____ (Rev. Oct 2018)