

**"EVENTS REQUIRING SECURITY" FORM**

**FROM OSE TO STUDENT (DATE):** \_\_\_\_\_ **(STAFF INITIALS)** \_\_\_\_\_

Please take this form to the Office of Public Safety in Heubeck Hall at least ***10-14 days in advance*** of the event for approval and then return the signed form to the Office of Student Engagement in order to help confirm your event (along with any other requirements listed on Room Reservation form).

**Event Details**

**Event Title:** \_\_\_\_\_

**Day/Date of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**If outdoors, rain location:** \_\_\_\_\_

**GRILL(S) REQUESTED:**  **Yes** (number of grills)  **No**

**Event begins:** \_\_\_\_\_ **a.m.** **p.m.**

**Event ends:** \_\_\_\_\_ **a.m.** **p.m.**

**Will this event be advertised off campus?**  **Yes**  **No**

**Estimated Attendance:** \_\_\_\_\_

**Contact Information:**

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_ **Club Account Number:** \_\_\_\_\_

**Club Treasurer's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**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):** \_\_\_\_\_

**Date entered in system** \_\_\_\_\_ **Initials** \_\_\_\_\_ **(Rev. Sept 2015)**