

**RADFORD UNIVERSITY POLICE DEPARTMENT
REQUEST FOR SECURITY SERVICES**

ORGANIZATION REQUESTING SERVICES: _____

ALCOHOL SERVED? Yes No ESTIMATED ATTENDANCE: _____ RU ACCOUNT CODE: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____ PHONE #: _____

EVENT: _____ LOCATION: _____

DATE OF EVENT: _____ BEGINNING TIME: _____ ENDING TIME: _____

DESCRIPTION OF EVENT/SERVICES REQUESTED: _____

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, NATURE OF EVENT, ESTIMATED ATTENDANCE AND TRAFFIC CONTROL. **RUPD** WILL SUPPLY ALL NECESSARY EQUIPMENT TO PROVIDE THIS SERVICE.

THE REQUESTING ORGANIZATION WILL BE BILLED AT THE RATE OF \$25.00 PER HOUR PER OFFICER AFTER THE EVENT. 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**. THEREFORE, **RUPD** IS RESPONSIBLE FOR THE PROFESSIONAL LIABILITY, AS WELL AS 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 RESULT IF THE CANCELLATION IS RECEIVED LESS THAN 48 HOURS PRIOR TO THE TIME OF THE EVENT.

ALL REQUESTS WILL BE KEPT ON FILE AT **RUPD** FOR A MINIMUM OF 5 YEARS.

SIGNATURES

CONTACT PERSON

DATE

RUPD COORDINATOR FOR SPECIAL EVENTS

DATE