



# POLICE & PARKING SERVICES EVENT STAFFING FORM

**Instructions:**

- Read the Guidelines for Event Staffing on the reverse of this page.
- **This form must be completed and turned into Conference & Event Services (CES) at least 30 days prior to the event date.**
- Complete the form completely and accurately, including all necessary details regarding your event.
- The billing section must be filled out and signed. For University groups, the person signing the form must be the person who can authorize expenses against University or club accounts.

CES Use Only  
Received (Date & Initial):  
\_\_\_\_\_  
Event Coordinator:  
\_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the person in charge listed above be present at the event?  Yes  No

If no, who will be in charge and present at the event? \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Tickets Sold at the Door?  Yes  NoOpen to the Public?  Yes  No Alcohol Served/Sold?  Yes  No

Where will event be advertised? \_\_\_\_\_

Is there any known safety or security issues relating to this event?  Yes  No

If yes: \_\_\_\_\_

**BILLING INFORMATION**

Billing Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

SSU Account/Chartfield: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Signature must be provided by the individual who is financially responsible and who is authorized to approve expenses.***Police Services Use Only:** **Passing Calls** **Staffing Required** **Police Officer:** # \_\_\_\_\_ Hours Assigned \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_ Cost \$ \_\_\_\_\_ **Police Supvr:** # \_\_\_\_\_ Hours Assigned \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_ Cost \$ \_\_\_\_\_ **Other Staff:** # \_\_\_\_\_ Hours Assigned \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_ Cost \$ \_\_\_\_\_**TOTAL ESTIMATE** = \$ \_\_\_\_\_**CANCELLATION FEE** = \$ \_\_\_\_\_

## General Guidelines for Police Staffing

### **THIS FORM MUST BE SUBMITTED FOR ANY EVENT THAT MEETS ONE OR ANY OF THE FOLLOWING CONDITIONS:**

- Events with expected attendance in excess of 100.
- Any student event where alcohol will be served.
- Any other event, upon request of Police & Parking Services or Conference & Event Services. These events are generally those whereby the event or event's theme, either historically has or may, give cause for concern or impose heightened safety risks. Athletic events, special performances, social dinner events and events scheduled during times of irregular demand require review prior to determining police staffing needs.

The Chief of Police or designee will determine the appropriate staffing levels to ensure a safe environment for event attendees and the general community.

### **FAILURE TO SUBMIT THE FORM 30 DAYS PRIOR TO THE EVENT MAY LEAD TO CANCELLATION OF YOUR EVENT.**

#### STAFFING/BILLING INFORMATION:

- Police Officers and/or other non-sworn staff members may be assigned for an event.
- There is an hourly charge for each staff member assigned to an event. The hourly charges are different based on the type of staff member (sworn or non-sworn) assigned. Hourly rates are based on overtime rates for staff and are provided to Conference and Event Services annually.
- All assigned staff are required to be on duty at the event ½ hour prior to the event start time and will remain on-duty ½ hour after the event ends or until participants have cleared the event area.
- Groups sponsoring events may be financially responsible for additional costs associated with providing safety services at events, including, but not limited to, additional overtime incurred as a direct result of event activities.
- Failure to notify Police Services of event cancellation at least 2 business days prior to the event start time will require a charge of three hours per staff member assigned to the event.
- Police & Parking Services and Conferences & Events Services personnel reserve the right to cancel, suspend or alter an event in the interest of the safety of attendees and the campus at large.
- All University policies, state and federal laws must be followed at all times.

#### ALCOHOL GUIDELINES:

- All alcohol service and/or sales are subject to the University policy on Alcoholic Beverages (#1985-1).
- Events where alcohol is being served or sold may require additional staffing to ensure event safety and adherence to ABC regulations.