Roberson Brown, Jr.
Chief of Police

UNIVERSITY SYSTEM OF GEORGIA

Dr. Everette Freeman
President, ASU

POLICE DEPARTMENT

EVENT NOTICE AND REQUEST FOR POLICE SECURITY

Name of Organization: _____

Date: _____200__, Actual Event Start Time: _____ End Time:_____(Not preparation time)

Estimated # of Attendance: _____ Location of Event: _____

Will funds be collected: Yes_____ No____ How much will be charged: _____

Person making application for service: _____

Address: _____ Telephone: (Home) _____ (Cell) _____

City: _____ State: _____ Zip Code: _____

TERMS OF AGREEMENT FOR POLICE SECURITY

1. Albany State University Police Department will be used for all events occurring on campus, i.e., parties, talent shows, step shows, dances, sporting events, or any event where fee is required for admittance, etc. ASU Chief of Police will determine if the event requires outside assistance from other law enforcement agency. Additionally, the Chief of Police will determine the law enforcement agency that will be utilized.

2. ASU Police Department Special Events Detail must receive all requests within five working days prior to the event. Failure to comply may result in the event being canceled or restricted off campus. It is suggested to book early to ensure proper staffing. A deposit is required to book all events and the balance payment must be made in full prior to the date of the event.

   Cancellation must be made within twelve hour prior to the event. Failure to so will result in the deposit forfeited. Cancellation after the event start will not be refunded. Payment in full is forfeited.

3. The person/organization making the application agrees to the terms and conditions of payment as outlined below:

   Officers working events will be paid twenty ($20) dollars an hour, minimum three (3) hours per officer. No personal checks will be accepted, and business checks or cash will be paid directly to the officers or supervisor/coordinator of the event; check payments should be made payable to each officer, and note on the memo portion of the check, the purpose for payment and number of officers paid for. All check payments must be received five days prior to the event.

   The Chief of Police or his designee has the authority to determine the number of officers needed to safely police each event based on the expected number of attendees, location and funds collected.

_____ Date: _____ _____ Date:_____
APPLICANT SIGNATURE DIRECTOR OF STUDENT ACTIVITIES

_____ Date: _____ **COST FOR SERVICE** $_____
ADVISOR/EVENT COORDINATOR
NUMBER OF OFFICERS NEEDED_____

CHIEF OF POLICE: _____ Date: _____ Approved: ____Disapproved: ____
OR DESIGNEE