

**GEORGE MASON UNIVERSITY POLICE DEPARTMENT
REQUEST FOR POLICE SERVICES**

Event: _____ Date: _____

Location: _____ Start Time: _____
End Time: _____

Number Attending: _____ Members: _____ Non-members: _____

Collecting Money: Yes / No DJ/Band: Yes / No Alcohol: Yes / No

Number of Officers (To be determined by Police) _____

Police Signature _____ Date Signed _____
Police Event Coordinator

**Approximate Charge \$40.00 per hour per officer with a 3 hour minimum.
Payment may be higher if non-GMU officers are used.**

Name of Organization _____

Name of Organization Representative _____

Banner Org. #/Account Code to be charged _____

Signature of Approving Official for Account _____

Printed Name of Approving Official for Account _____

Event Point of Contact (EPOC) _____

EPOC Phone Number _____

Event Notes:

(if repeating event provide previous date &
title)

Note: Any event that presents a safety hazard to attendee's or police will be closed down. Problem organizations will be required to hire more officers for safety. If event goes over the end time, officers will be paid for that time. Organizations are not allowed to hire private security companies. No weapons will be allowed into event area with the exception of sworn officers assigned to the event.

Recommended start time for officers is ½ hour prior to the start of the event and the end time is approximately ½ to 1 hour after the event is over. Start time is determined by the police department.