**Basic information:**

The request form must be completed and submitted to the Office of Public Safety a minimum of **14 days** prior to the event.

The sponsoring organization must designate a **Contact Person** who will be in charge of the event and responsible for making decisions. This must be in writing and signed by the sponsoring organization's President or CEO (See request form).

If the sponsoring organization is a recognized University organization, the form must also be signed by the University Faculty Advisor.

Payment must be made in full 48 hours in advance of the event, by **Cashier's Check only**. Make check payable to “Georgia Southern University Office of Public Safety”. Payment must be received during business hours (M-F 8am – 5pm).

An invoice and other documents outlining the schedule, number of officers, and contact information will be provided to the Contact Person prior to the event.

A mandatory pre-event meeting will be scheduled and must be attended by the Office of Public Safety Police Supervisor and the Contact Person.

**Staffing** ($50.00 per officer per hour)

The total number of officers required will be specific to each event and based upon the following criteria:

- Location
- Venue type
- Number of anticipated attendees
- Cash on hand
- Hazardous conditions
- Alcohol available at event
**Attendance**

Attendance will be limited to the anticipated number of attendees set by the sponsoring organization, not to exceed the capacity set by fire code. Assignment of duty stations and supervision of Public Safety staff working the event will be set by Public Safety personnel only.

**Event Time**

The scheduled event time will be set by the sponsoring organization and will be used to estimate Public Safety staffing times.

Staff will work a minimum of one half hour prior to the start of the event or the opening of the venue, whichever is earliest; and will work one half hour past the end of the event or until the venue has been cleared.

**Additional Charges**

Additional charges may be incurred if the event runs past the projected time and/or if the venue is not cleared by the allotted time.

Additional charges may also be incurred if additional staff is needed and/or called in to manage public safety issues (traffic, crowd control, etc.) caused by the event.

Any additional charges at the listed rate will be billed to the sponsoring organization and will be due within 30 days of receiving the invoice.
Georgia Southern Public Safety Event Security Request Form

Date: ____________________

Sponsoring Organization: _____________________________________________________________

Contact Person: _________________________________________________________________

Phone: __________________ E-mail: _________________________________________________

Address: __________________________________ City/State/Zip: _______________________

Name of Event: _________________________________________________________________

Type of Event: _________________________________________________________________

Event Date: ____________________

Location: ___________________________________________________________________

Doors Open: ____________ Start: ____________ End: ____________

Will an admission or other fee be collected at the door? ______ Yes ______ No

Will food/merchandise be sold at the event? ______ Yes ______ No

Will alcohol be present? ______ Yes ______ No

Number of attendees: (total tickets for sale or best estimate) _______________________

Staffing is based on this number. This is the maximum number of attendees that will be allowed to attend the event.

Maps of routes for any race events must be included with application.

Required Organization Signatures: ________________________________________________

Return to: Office of Public Safety
           Lt. Todd Cross
tmcross@georgiasouthern.edu

Official Use only: (Do not write below this line)

Number of officers assigned: ________________

Start time: ________________ End Time: ________________

Total Due: ________________ Payment is due on: ________________