



Montclair State University University Police Event Services

Police Services: defined broadly to provide a safe atmosphere for attendees and members of the campus community. May include: verification of student status, voluntarily searching attendees for contraband, monetary escorts/safekeeping (as requested), ejecting attendees for just cause or at the request of sponsors, enforcement of all applicable NJ laws and University policy and general law enforcement services of safety and protection.

University Police officers are not responsible for lost or stolen items, injury or damage caused by attendees or sponsors. The University Police Department reserves the right to cancel all or part of any event at the request of sponsors, the Center for Student Involvement, or in the opinion of any police officer in charge of the event or campus operations at the time of the event or prior to the commencement of the event or during the event.

Cancellation policy: In the event of the cancellation of the event, University Police requires 24 hours advance notice prior to the event time. Failure to do so will result in a charge of 2 hours of overtime compensation for every scheduled officer to the sponsor and/or any co sponsor of the event. Cancellations should be brought to the attention of the Center for Student Involvement (if student organization) at (973) 655-7818 and University Police Dispatch at (973) 655-5222.

The cost of police services for University Police Officers is \$40.00 per officer per hour. All payments for services are due in its entirety two weeks from the conclusion of the event. Any organization or person that fails to remit payment for police services will face University action and forfeit police services in the future which may cause cancellation of future events. Sponsoring party is responsible for any damages to University property or personnel that is a result of their negligence or any admission reimbursement due to cancellation of all or part of event.

If you should have any questions regarding the operation or billing for your event, feel free to contact University Police at (973) 655-7440.