

Montclair State University Request for University Police Event Coverage

THIS FORM MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO EVENT

Note: The cost of the services of University Police is **\$45** per hour per officer.

Event Date ___ / ___ / ___ S M T W R F S A Date Request Submitted ___ / ___ / ___

Event Title _____ Start Time ___ am pm End Time ___ am pm

Organization _____ Co-Sponsor _____

(Note: Co-Sponsorship implies financial responsibility. Only the primary organization will be billed and will be responsible for ensuring any/all bills are paid in full.)

Event Coordinator _____ Phone _____ Email _____

Number of Anticipated Participants _____ Event Location _____

Detailed Description of Event _____

Will there be an after-party*? Y / N Anticipated after-party starting time: _____

*Please note after-parties require additional officers.

Is this event open to the public? Y / N Is there an admission charge? Y / N

Admission charge for: MSU Students \$ _____ Non-MSU Students \$ _____

Bill to:

Name _____

Address _____

Email Address _____

CANCELLATION POLICY:

University Police must be notified at least 24 hours prior to scheduled event time in the event of a cancellation. Failure to do so will result in a charge of 2 hours per officer scheduled. Contact University Police at x5222 and the Center for Student Involvement at x7818 to cancel.

Organization President's Signature _____ Date ___ / ___ / ___

Center for Student Involvement Signature _____ Date ___ / ___ / ___

For Office Use Only	
Date Request Received ___ / ___ / ___	Number of Officers Assigned _____