

**ELON UNIVERSITY CAMPUS POLICE**  
**REQUEST FOR POLICE OFFICERS**

Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Officers: \_\_\_\_\_

Date Officer(s) Needed: \_\_\_\_\_

Time Officer(s) Needed: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Account #: \_\_\_\_\_

Will alcohol be served: Yes or No (please circle one)

**All the above must be filled out in order for the request to be processed.**

**READ THE FOLLOWING INFORMATION CAREFULLY:**

This Officer Request Form **must be submitted** to the Campus Police Department ten **(10) working days prior to the event.** If a cancellation of this event becomes necessary, you must notify Campus Police twenty-four (24) hours prior to the event. Any cancellation after this time will result in the payment of the Officer(s) for a minimum of four (4) hours per Officer. Events Management Officer will assign officers for each event. If you have questions please call campus police (336)278-5555.

**The fee is \$25.00 per hour (4 hour minimum) per officer. All Greek Events are paid at \$33.00 per hour.**

I have read and understand this policy.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Officers Assigned: \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_