Security Grant Application for
Student Organization On-Campus Social Events

To provide for the health and safety of our students who attend on-campus events with alcohol or other late night alcohol-free parties, the University requires student groups to work with our University Campus Safety and Police to hire off-duty police officers (1 per 100 guests) for the duration of the event.

The cost of each officer is $33/hour for a minimum of four hours (regardless if the event is less than 4 hours). The cost of a typical, no-alcohol, late night dance for approximately 100 guests is $132, and the cost for a typical BYOB event with alcohol is $264.

Recognizing that security expenses can be prohibitive, and that on-campus social events are important to our campus community, the Division of Student Life has created a fund to help off-set some cost of these events.

How it Works

ALL recognized student groups in good standing with the University can apply to have the university subsidize up to two events per semester, per the schedule given below for any one given event, with the university’s allocation not to exceed a total of $408-a semester.

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>Student Organization Cost</th>
<th>University Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>One officer for 4 hours</td>
<td>$132</td>
<td>$30</td>
</tr>
<tr>
<td>Two officers for 4 hours</td>
<td>$264</td>
<td>$60</td>
</tr>
</tbody>
</table>

1. Events must be late night (not starting before 9 pm and not ending before 1 am).
2. The primary audience for these events must be undergraduate students. This grant is not available for Alumni Homecoming events/parties. When non-Elon students (students from other universities) are at an event with 50 or more persons, a security officer is required.
3. The main purpose of these events must be social in nature, but alcohol does not have to be present. These grants are not available for philanthropy events where officers may be required because of event size.
4. If alcohol is present, the sponsoring organization MUST follow University BYOB or Third-Party Vendor guidelines as well as all Inter/National Organization policies if applicable.
5. All events must be in an on-campus location and must be registered with the University through the SPACES system.
6. Events with alcohol require the completion of a Risk Management Form (see attached).
7. All University risk management and event policies must be followed. If an event is shutdown early because of failure to follow these policies, groups will be asked to reimburse the University for the cost of the officers.
8. Money will be allocated on a first come, first-serve basis for up to two events, per organization, per semester.
9. For IFC organizations – Additional money has been set aside from IFC revenues to provide security for 2 community-wide events (one each semester) and those house parties are not a part of this process.
10. Groups must provide a check or University account for their portion of the cost by 5 pm on the Wednesday prior to the event.

To apply for funding, groups fill out the attached form and return it to either the Office of Greek Life (Moseley 224) or the Office of Student Activities (Moseley 207).

Please note, because Campus Safety and Police require a two-week notice to hire officers, this form is due no later than two weeks prior and must be accompanied by a completed request for officers form (see attached).
**Security Grant Application**

| Field                                      | Information
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Organization Name</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Name of Event</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Event Purpose</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Event Date</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Event starting and ending time</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Location</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Number of attendees</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>Event Contact Name and Cell Phone Number</td>
<td>________________________________________________________________________________</td>
</tr>
<tr>
<td>On-Campus Fac/Staff Advisor name and phone number</td>
<td>________________________________________________________________________________</td>
</tr>
</tbody>
</table>

**Will alcohol be present:**  
- Yes – BYOB  
- Yes – Aramark Third-Party Vendor  
- No  

*If yes, please attach a completed Risk Management Form*

**Has this event been registered AND CONFIRMED through SPACES?**  
- YES  
- NO

**Have you sent the attached officer request form to Campus Safety?**  
- YES  
- NO

*Please attach a completed copy of the request form*