

ELON UNIVERSITY CAMPUS POLICE
REQUEST FOR POLICE OFFICERS

Name of the Event: _____

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. Support Services Manager will assign officers for each event. Please send completed form to Allyson Norton (anorton8@elon.edu). If you have questions please call campus police (336)278-5555.
The fee is \$35.00 per hour (4 hour minimum) per officer, beginning June 1, 2018.

I have read and understand this policy.

Signed _____ Date: _____

Officers Assigned: _____



