

Police Services Request

Application/Request form for Police Services related to Special Events held on or around campus

TTUHSC EL PASO DEPARTMENTS ONLY

Texas Tech University POLICE DEPARTMENT

4800 Alberta

El Paso, Texas 79905

Tel. (915) 545-6531 / Fax (915) 545-6989

Services requested by

Last Name

First Name

M.I.

Business Mailing Address/Mail Stop

City

State

Zip Code/Mail Stop

Business Phone Number

Cell/Home Phone Number

E-Mail Address

Event Information

Department or Group

Event Name

Type of Event

Location of Event

Date of Event

Time Event Will Start

Time Event Will End

Estimated Attendance

Time Gates/Doors Will Open

Time Ticket Office Will Open

Contact Person During the Event

Contact Person Cell Phone Number

Contact Person E-Mail Address

Alcohol Present?

Yes No

Will Money Be Collected On Site?

Yes No

Could The Event Elicit an Emotional Response or Be Considered Controversial?

Yes No

If Outside, Has an Alternate Rain Site Been Scheduled and Approved?

Yes No

If YES, Then What Is The Alternate Location?

Number of POLICE OFFICERS requested?

Number of SECURITY OFFICERS requested?

Agreement

I understand that a cancellation must be made at least 1 business day before the event. If no cancellation is received I, the undersigned event representative, will be held financially responsible for paying a two hour minimum charge for every person assigned to work during an event. Situations which require additional personnel may result in additional costs. The balance is due in full upon receipt of the invoice.

Event Representative Signature (do not print)

Date

Payment Information

FOAP NUMBER TO BE BILLED

PRINTED FOP MANAGER/ALTERNATE NAME

I understand by signing this document that I am the FOP Manager or the FOP Alternate and hereby give the Texas Tech Police Department authorization to withdraw funds from the above FOP to compensate for hours worked by their employees or representatives.

FOP Manager or Alternate Signature

Date

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