



Reference #

## Request for Security Officer Service

<b>Event Date</b>	<b>Event Title</b>	
<b>Event Location</b>	<b>Start Time</b>	<b>End Time</b>
<b>Event Contact</b>	<b>Office Phone</b>	<b>Cell Phone</b>
<b>Contact Email Address</b>	<b>Estimated Attendance</b>	<b>Will alcohol be served?</b>

**The rate for a security officer is \$23.00/hour with a minimum of 4 hours.**

**If event is cancelled, a 4-hour advance notification to the UHDPD administrative offices is required to avoid charge. Please email [uhdpoliceservices@uhd.edu](mailto:uhdpoliceservices@uhd.edu)**

<b>How many Officers are needed?</b>	<b>Total Amount to be Charged</b>
<i>**TBD BY THE POLICE DEPT.**</i>	<i>**TBD BY THE POLICE DEPT.**</i>

After completing this form, email it to [uhdpoliceservices@uhd.edu](mailto:uhdpoliceservices@uhd.edu) or fax it to 713-223-7459. We will email you a confirmation at which point an SC Voucher will need to be submitted. The Vendor is UHD Special Events 00000078. For assistance please call 713-221-8447.

<b>Special Notes or Instructions</b>	<b>Police Dept Use Only</b>