



UNIVERSITY SECURITY FORM

Used for campus locations not reserved through the Office of Event Planning.

To be completed by event sponsor

Sponsor requesting security at event. Number of officers needed: _____

Name of sponsoring department/organization: _____

Name of student organization faculty/staff advisor (if applicable): _____

Mailing address for sponsoring department/organization: _____
(Provide mail code when applicable)

Requestor's name: _____

Email address: _____ Requestor's phone number: _____

Event title: _____

Event type:	Banquet/meal	Dance	Reception	Other (specify):
	Concert	Exposition	Tournament/competition	_____

Brief description of the event: _____

Will alcoholic beverages be served? YES NO

Event location: _____

Date of event: _____ Event time: _____ – _____
(start time) (end time)

Event is:

Restricted to the targeted audience/department/organization (specify): _____

Open only to all members of the Virginia Tech campus community (faculty/staff/students)

Open to the general public

Anticipated number of event attendees: _____

How will the event be advertised? _____

As an authorized representative of a university student organization/department, my signing this form below indicates that I have read, understand, and will adhere to university policy 1510, and all other applicable university policies and state laws. I understand my organization/department's failure to do so may result in loss of event approval and/or further sanctioning.

Requestor's Signature _____ Date _____



OFFICE USE ONLY:



Received and recorded by the Police Department on (date): _____

The following security provision has been deemed necessary for the requested event:

Security is **not** required.

Security is required.

Number of officers required/assigned to the event: _____

Officer(s) are scheduled to staff the requested event, at the indicated location, beginning at _____ a.m./p.m.
and ending at _____ a.m./p.m.

Note: A Service Agreement and Payment must be filed with the Police Department a **minimum of 72 hours prior** to the event.

Approved

Denied for the following reason(s): _____

Signature of Police Department on representative _____ Date _____

Communicated approval or denial to requestor on (date): _____ by _____