**Special Event Security Scheduling**

As soon as the date and times of your event are confirmed, please complete the following and return to: Gary Black, Safety and Security

Officer Availability is limited and will be provided on a first come, first served policy. Requests will be confirmed as they are received. The rate is $20.00 per hour, per Baldwin Wallace Safety and Security Officer. Departments will be charged for a minimum of three hours.

Day and Date:

Location:

Name of Event:

Beginning time: Ending time:

# of Officers Requested: # of persons attending:

Will alcohol be served at this event?

Sponsoring Organization:

On-site contact person:

Scheduling person: Phone #:

BW Account number to be charged:

What responsibilities will the officers have?

If the event continues past the scheduled ending time, should the officer(s) remain at their post?

Are there specific areas of the facility in which the officer(s) should be posted?

Additional information:

**Safety and Security Use Only**

Request Approved By: Date:

Number of Officers X Number of Hours X $20.00 = $

This amount was transferred from BW Account # as payment for Special Event Security for your event scheduled on \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_.

Should you have any questions, contact Safety and Security at x2336. Thank you.