



TEXAS A&M UNIVERSITY-SAN ANTONIO
POLICE DEPARTMENT

SPECIAL EVENT – POLICE SERVICES REQUEST

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE A&M-SA PD ten (10) BUSINESS DAYS IN ADVANCE OF THE EVENT. A \$50 ADMINISTRATIVE FEE WILL BE ASSESSED FOR ANY EVENT SUBMITTED LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

Event Name: Date of Request:

Start Date: End Date:

Start Time: End Time:

Event Location:

Estimated Attendance: Estimated Number of Vehicles: (A&M-SA) (Visitor)

Special Requests:

A&M-SA Event Sponsor/Department:

Event Contact (person):

Contact's Phone Number:

Contact's Email:

Secondary Contact (name and number):

Alcohol Served? Yes No

Alcohol at any A&M-SA event requires prior written approval from the Office of the President.

A&M-SA Police Department reserves the right to require additional personnel to monitor and/or provide traffic control for events. The costs for additional officers for coverage will be billed at the applicable hourly rate (\$45 per hour per officer) for a minimum of three hours which must include 30 minutes prior to when officer(s) will be on duty and 30 minutes past when officer(s) are required.

Billing Contact Person/Department:

Billing Address:

PO Number/Account Info:

Signature*: _____

**Signature must be provided by the individual who is financially responsible and who is authorized to approve expenses.*

I have read A&M-SA 21.99.09.00.01 Facility Usage Guideline
Initial _____

Only A&M-SA Police Department personnel will be used for events that occur within the primary jurisdiction of the A&M-SA Police Department. If additional police personnel are needed, it will be coordinated through the Office of Chief of Police.

Questions: Call A&M-SA PD @ (210) 784-1900 or by email at police@tamusa.edu

A&M-SA PD USE ONLY

Date Received: _____ Officers Assigned: _____ Event Number: _____ IAP: _____