



Reference #

Request for Security Officer Service

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

The rate for a security officer is \$28.00/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

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

After completing this form, email it to 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: 713-226-5295.

Special Notes or Instructions	Police Dept Use Only