



Reference #

Request for Police/Security 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 \$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 uhdpolice@uhd.edu

How many Officers are needed?	Total Amount to be Charged

After completing this form, email it to uhdpolice@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 0000078. For assistance please call 713-221-8447.

Special Notes or Instructions	Police Dept Use Only