

SECURITY REQUEST FORM

NOTICE

>>>**You must RETURN this form to RESERVATIONS**<<<
in order for UTPD to be assigned to your event.

TO REQUEST SECURITY YOU MUST MEET WITH UTPD
14 FULL WORKING DAYS BEFORE THE EVENT

Billing Address for Organization _____

Date of Event _____ Time of Event _____

Location _____ Number Attending _____ Are you charging admission? _____

CHARGES FOR UT POLICE RANGE FROM \$65 TO \$80 PER OFFICER PER HOUR

I have spoken with _____ of _____
(authorized representative) (registered student organization)

and have agreed to the following number of officers/guards for their event:

_____ officers _____ guards _____ metal detectors/other

UTPD personnel should be scheduled as follows:

I _____ I _____
(UTPD OFFICER) (AUTHORIZED REPRESENTATIVE)

I understand that there will be charges for any/all of the above requested services. I affirm that I am an authorized representative acting on behalf of the listed registered student organization at the University of Texas at Austin. I understand that I will be held responsible for this debt if it not paid by the organization and if it becomes delinquent according to the standards of the department. I further understand that in the event of nonpayment to The University, the following action may be taken against my official UT records:

- a. bar against registration or readmission
- b. withholding of grades and/or official transcript
- c. withholding of a degree/diploma

PLEASE PRINT NAME (Must be authorized representative.)

X _____
Signature of Authorized Representative

Mailing Address of Authorized Representative (INCLUDING ZIP CODE)

UT EID

Email Address

Telephone Number

NOTE: THIS REQUEST MAY BE CHANGED/CANCELLED ONLY BY THE AUTHORIZED REPRESENTATIVE LISTED ABOVE. All changes require AT LEAST 48 hours notice.
ALL CHANGES/CANCELLATIONS MUST BE IN WRITING.

THE TEXAS UNION RESERVATIONS OFFICE UNB 2.400 475-6677 FAX: 475-6561