



Special Events Notification Form

For assistance with this form, or for more information about UNM Security and Police Services, please visit our website at <http://police.unm.edu> or contact **Lieutenant James Madrid 277-0231**

Contact Person

Name	_____	State/Province	_____
Department	_____	Zip/Postal Code	_____
Address	_____	Contact Phone	_____
City	_____	email	_____

Tell us about your event

Date Begin	<input type="text"/>	Time Begin	<input type="text"/>
End Date	<input type="text"/>	End Time	<input type="text"/>
Event Location	<input type="text"/>	Estimated Attendance	<input type="text"/>
		Will alcohol be served?:	<input type="checkbox"/>
Event Title <input type="text"/>			
What type of event are you hosting?	<input type="checkbox"/> Exhibit/ Conference	<input type="checkbox"/> Reception	<input type="checkbox"/> Group Meeting
	<input type="checkbox"/> Concert/ Dance	<input type="checkbox"/> Protest	<input type="checkbox"/> Other: <input type="text"/>
Have you sponsored this event before? <i>If so, when?</i> <input type="text"/>			

Now tell us about your security needs:

I am not requesting security for this event

When do you need security for your event:	<i>If other, Please tell us exactly when guards should report and leave.</i>	<input type="text"/>
<input type="checkbox"/> Same times as above	<i>If you need service at multiple days, please be specific:</i>	
<input type="checkbox"/> I'm not sure, Please contact me to discuss		
<input type="checkbox"/> Other:		

What type of service do you anticipate using?	<input type="checkbox"/> Crowd Monitor / Walkin g Patrol	Qty	<input type="text"/>	<input type="checkbox"/> Parking Assistance	Qty	<input type="text"/>
	<input type="checkbox"/> Exhibit/ Equipment Security	Qty	<input type="text"/>	<input type="checkbox"/> Door / Gate Monitor	Qty	<input type="text"/>
	<input type="checkbox"/> Ticket Taker	Qty	<input type="text"/>	<input type="checkbox"/> Other:	Qty	<input type="text"/>
	<input type="checkbox"/> Parking Lot Patrol	Qty	<input type="text"/>	Describe <input type="text"/>		
	<input type="checkbox"/> Police Officers	Subject to approval of UNMPD				

All requests are subject to approval by UNMPD

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Now tell us about paying for your request:

After your request has been submitted and approved by UNMPD, an estimate for services will be provided to you. Once you approve the estimate, you must provide a UNM PO# (for UNM Departments) payable to JLS Security &. (For Non-UNM organizations, payment arrangements -- to include pre-payment options--must be discussed and approved by UNMPD.

Once we have received and verified funds in your PO, your event will be forwarded to JLS for confirmation and staffing.

Please allow adequate time to complete this process when planning your event.

	<u>Select Security Rate</u>	<u>Police Rate</u>
Rates for security and police services are set according to contracts with vendors and supporting agencies. UNMPD offers a discounted rate for events sponsored by UNM organizations which promote and support the University's mission. If you are not sure which rate to select, please contact us.	<input type="radio"/> Un-Armed Security Officer \$13.94 / hr.	<input type="radio"/> Security Supervisor: \$14.56 / hr.
	<input type="radio"/> Event Staff Director \$14.00 / hr.	<input type="radio"/> Police Officer: \$40.00 / hr.
	<input type="radio"/> Event Personnel: \$13.94 / hr.	<input type="radio"/> Security Officer Vehicle Patrol \$14.50 / hr.

Payment / Billing

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Please Bill To: Our organization will pre-pay for this service. Please contact us to arrange payment.

Please tell us anything else we need to know about your event:
Include special instructions, etc.

The UNMPD reserves the right to adjust your request in the interest of public safety. Police officers are provided at the discretion of the Chief of Police and subject to officer availability. All requests and billing information must be received by UNMPD no later than ten full business days prior to your event. Changes to your request will be accepted up to that point. Any changes later than five business days prior to the event may not be honored, or may result in additional charges. Cancellations must be received no later than 48 hours prior to the beginning of your event to prevent charges. Minimum charges for events are 2 hours for both police and security services.

I have read and understand the security request policy.

Signature:

Date/Time Completed:

Please save and attach this document to jmadrid2@unm.edu or print and fax to (505) 277-2800.

Always call to confirm receipt of your request.

Approved by UNMPD:

Confirmed by JLS: