



REQUEST FOR POLICE SERVICES

DATE: _____

FOR EVENTS WHICH WILL BE PAID FOR BY STUDENT SENATE ORGANIZATION MONIES, A COMPLETED PURCHASE ORDER **MUST** BE ATTACHED TO THIS REQUEST.

THIS FORM MUST BE RECEIVED BY THE USM POLICE DEPARTMENT AT LEAST FOURTEEN (14) DAYS PRIOR TO THE SCHEDULED EVENT.

CANCELLATIONS OF LESS THAN 24 HOURS ARE SUBJECT TO NORMAL BILLING.

TYPE/NAME OF EVENT: _____

DATE OF EVENT: _____ TIMES OF COVERAGE REQUESTED _____ TO _____.

LOCATION OF EVENT: _____

CONTACT PERSON(S): _____ PHONE NUMBER _____

SPONSORING ORGANIZATION: _____

ADDRESS: _____

ORGANIZATION TO BE BILLED: _____

PHONE # _____ ADDRESS: _____

UNIVERSITY CHARTFIELD COMBINATION TO BE CHARGED:

UMS06

Dept. _____ **Fund** _____ **Acct.** _____ **Class** _____ **Program** _____ **Project** _____

EXPECTED ATTENDANCE: _____

Type of Police Services requested? _____

The USM Chief of Police or his/her authorized representative will determine whether or not police services are required.

The rate for each police officer is \$48.00 per hour with a three hour minimum. If a vehicle is required, there is an additional fee of \$25.00 per event

If you have any questions concerning this matter, billing, parking arrangements, etc. Please contact USM Police at 207-780-5211.

PLEASE RETURN THIS FORM TO: USM Public Safety
Gorham Campus

NOTE: Requests for police coverage will be denied to any requesting organization that has an outstanding bill with USM Police.