



ELON UNIVERSITY CAMPUS POLICE DEPARTMENT

REQUEST FOR POLICE OFFICERS

Name of Event:			
Organization:			
			Account #
Location of Event:			
Number of Officers:	Date Officer(s) Needed:	From:	To:
Contact Person:		Phone:	
Advisor:		Phone:	
Will alcohol be served? Yes No			

The above must be completed in full to process this request.

PLEASE READ CAREFULLY

- The fee is \$45.00 per hour/4-hour minimum, per officer
- This Officer Request Form **must be submitted to the Campus Police Department at least ten (10) working days prior to the event.** Please send completed form to Allyson Norton (anorton8@elon.edu). Support Services Manager will assign officers for each event
- If a cancellation of this event becomes necessary, you must notify Campus Police **at least 24 hours prior to the event.** Any cancellation after this time will result in a charge of the reserved service for a minimum of four hours per assigned officer

If you have questions, please call campus police 336-278-5555.

I have read, understand, and agree to these terms.

Signed: _____

Date: _____

- Elon University Campus Police Use Only -

Officers Assigned: _____
