



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 \$50.00 per hour or the officer's time-and-a-half hourly rate, whichever is greater, with a minimum charge of four (4) hours.
- 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 Josh Tillotson (jtillotson@elon.edu). Events 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:

