



# INVOICE FOR SECURITY SERVICES

UMBC POLICE DEPARTMENT

MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT

Event Date and Time: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Event Title: \_\_\_\_\_

Location: \_\_\_\_\_

Off Campus Advertising: Yes  No

Alcohol Served: Yes  No  Estimated Attendance: \_\_\_\_\_

Refer to established formula on file at Student Life for staffing.

Private Security: Yes  No  If yes, \_\_\_\_\_ hours at \_\_\_\_\_

Police Aides: Yes  No  If yes, \_\_\_\_\_ hours at **\$25.00 per hour**

Chartstring: \_\_\_\_\_

Police Officers: Yes  No  If yes, \_\_\_\_\_ hours at **\$70.00 per hour**

Chartstring: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

- The organization is responsible for contracting security services **NO LATER THAN TEN (10) DAYS PRIOR TO THE DATE OF THE EVENT.**
- **THE EVENT IS NOT CONFIRMED UNTIL THE ORGANIZATION(S) AND UMBC POLICE HAVE APPROVED SECURITY SERVICES AND BILLING.**
- Failure to secure proper security services within the time span noted may result in cancellation of the event.
- Failure to notify UMBC Police within 48 hours of an event cancellation will result in a billing charge.
- UMBC Police has the final determination and control of security services, including but not limited to, the assignment, placement, and use of security and/or police personnel.
- If at any time UMBC Police determines additional security is required, the organization will be notified, and the fee will be added to the invoice.
- Organizations with an active University account must indicate the chartstring on this invoice.
- Organizations without a University account must submit payment for security services in advance to the police department by check or money order payable to UMBC.

Signature of Representative: \_\_\_\_\_

### OFFICIAL USE ONLY

Date: \_\_\_\_\_

Approved - Organization: \_\_\_\_\_

Date Received by Police: \_\_\_\_\_ Police Official: \_\_\_\_\_

Approved - Police: \_\_\_\_\_ Date: \_\_\_\_\_

Event Number: \_\_\_\_\_ Org Fax: \_\_\_\_\_ Police Fax: \_\_\_\_\_