



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 **\$30.00 per hour**

Chartstring: _____

Police Officers: Yes ☐ No ☐ If yes, _____ hours at **\$85.00 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: _____