



INVOICE FOR SECURITY SERVICES
MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT

Event: _____ Date: _____ Time: _____

Location: _____ Estimated Attendance: _____

Organization: _____ Contract Number: _____

Contact: _____ Phone: _____ Email: _____

YES NO

Off Campus Advertising

Alcohol Served

SERVICE TYPE	HOURLY RATE	HOURS	
Security Officers	\$60.00	_____	Chartstring: _____
Student Police Aides	\$35.00	_____	Chartstring: _____
Police Officers	\$90.00	_____	Chartstring: _____

- 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 specified time 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 UMBC Police by check or money order payable to UMBC.

UMBC POLICE USE ONLY

Received by: _____ Date: _____

APPROVED BY: _____ Date: _____

Event Number: _____