



Department of Police and Public Safety, GMU
 Phone: (703) 993-2810
 Fax: (703) 993-2813
 MSN 3D3

Special Event Service Form

Organizations and or Departments required by the university to provide safety personnel at an event and or function hosted on Mason property, must fill out this form. The Police Department will evaluate your event and determine staffing of safety personnel based on the details provided. Associated hourly costs for our staff is the following: Police Officers \$48.00, Police Cadets \$14.50, Security Officers \$17.00-\$22.00, Dispatchers \$32.00. Hourly rates will differ for non-GMU officers used. There is a three (3) hour minimum charge per officer and cancellations made at least twelve hours prior to the planned event start will not incur a charge. The start and end time of our staff is determined by the police department. For event scheduling questions or concerns contact Lt. Chandler at cchandle@gmu.edu

Requestor's Information:

First Name :			Last Name :		
Phone Number:			E-Mail:		
Affiliation with GMU	Student (Y/N):		Staff (Y/N):		
	Faculty (Y/N):		Other:		
GMU Organization:					
GMU Department:					
Non-GMU Affiliate:					

Event Information:

Event Title :			Date(s) :		
Start Time:			End Time:		
Number Attending:			Open to Non-GMU (Y/N):		
Special Guests and or Dignitary :			Ticketed Event (Y/N):		
Location (Buildings/ Lots/ Streets) :			Entertainment (Band or DJ source):		
Alcohol Present (Y/N):			Cash Present (Y/N):		
On-site Event Point of Contact:			Phone Number:		

Financial Responsibility:

Name of Billing Representative:			Phone Number:		
Non-GMU Billing address or GMU MSN:			GMU Banner/Org Number:		
*Signature of Approving Police Dept. Representative:					

Notice: As a reminder, in accordance with University Policy No. 1120 no weapons are allowed on campus. See university policy for a detailed definition of the restriction.

<https://police.gmu.edu/programs-and-services/>