**Merrimack College Police Department**

**Event Registration & Detail Officer Requisition Form**

The Chief of Police, or his/her designee, will determine the number of police detail officers needed, if any, for each event. In the unusual event that the detail needs cannot be met by campus police officers, the Chief (or designee) will arrange for coverage with local town police. The following will be used in determining the need for detail officers:

* The number of expected attendees
* Composition of attendees (students, employees, non-community members, etc.)
* Whether alcoholic beverages will be served/sold
* Anticipated impact on pedestrian traffic and safety
* Anticipated impact on vehicular traffic and parking

1. This form must be submitted to the Police Department for all events where alcohol will be served/sold and all non-alcohol events where expected attendance is 50 people (non-college event) or 100 people (college event). *NOTE: Alcohol events also require an “Alcohol Approval Request Form” be submitted (available through Conference & Events).*
2. Update the Police Department immediately if there is any change in anticipated attendees, etc.
3. Detail officers are paid a 4-hour minimum and, thereafter, one-half hour increments for college-paid details and hourly increments for non college-paid details.
4. Cancellation of detail officers with less than 24 hours notice will incur the 4-hour minimum payment to each officer.

|  |
| --- |
|  |

|  |
| --- |
|  |

Person Completing This Form: Date:

|  |
| --- |
|  |

|  |
| --- |
|  |

Department/Organization: Phone:

|  |
| --- |
|  |

|  |
| --- |
|  |

Name of Event: Date of Event:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Location: Start Time: Est. End Time:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

At what time do you expect attendees to begin arriving? Est. # Attendees: Est. # Cars:

Event Open To (check all that apply):

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Employees Students Guests Outside Group General Public

|  |
| --- |
|  |

|  |
| --- |
|  |

Is there an admission price for this event? Yes No

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Check One: Non-alcohol event Alcohol will be served but not sold Alcohol will be sold

|  |
| --- |
|  |

|  |
| --- |
|  |

If alcohol event, will there be attendees who are under 21 years of age? Yes No

|  |
| --- |
|  |

Name of contact person who will be at event:

|  |
| --- |
|  |

Special police needs (if any) or other information:

|  |
| --- |
|  |

|  |
| --- |
|  |

If assigned, detail officer(s) will be paid by: College department Non-college group

|  |
| --- |
|  |

If assigned, detail officer(s) will be paid from what account number?

***Do Not Write Below This Line***

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Number of detail officers required: Detail Start Time: Est. Detail End Time:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Approved by: Date: Posted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer** | **# Hours** | **Rate** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Please submit for at least 21 days prior to event. Keep bottom (pink) copy for your records; submit top 2 copies to the Police Department.***