



Section one: Event information	
Name of person requesting police services:	
Name of contact:	Email:
Phone:	Fax:
Name of event:	Location:
Nature of services: <input type="checkbox"/> Traffic control <input type="checkbox"/> Security <input type="checkbox"/> Other:	
Date(s):	Start time: End time:
Is alcohol being served? <input type="checkbox"/> Yes <input type="checkbox"/> No	ASU Alcohol Permit completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
City license number:	State license and control number:
Number of personnel projected   Determined in consultation with Special Events Manager	
Police Aides:	Officers: Dispatchers:
Hourly rates Officers: <b>\$84</b>   Police aides and dispatchers: <b>\$60</b>	

Section two: Billing information	
Person responsible for payment:	Phone number:
Cost center :	
Program:	
Spend category:	
Additional work tags:	

I have read all the terms and conditions on page 2 and am fully aware of my rights and responsibilities. I request that this contract be in effect until:

Signature	Name	Date
_____	_____	_____
Department head or designee		
_____	_____	_____
Requestor		
_____	_____	_____
ASU Police Special Events		
_____	_____	_____
ASU Police Accountant		



The primary concerns of the ASU Police Department regarding employees working special events are protecting the employees from hazards that may result directly or indirectly by the employment, conflicts of interest that may arise from the employment, liability and risk management, and providing a professional service to the community.

For the purpose of this agreement, "Special Event" refers to any event where the actual or potential use of law enforcement powers or resources is anticipated. The following rules and restrictions apply:

1. Agreements must be submitted a minimum of three business days before the event.
2. A minimum of three hours will be billed for the event, per employee. Any event contracted for greater than three hours that ends early will be billed for actual hours worked.
3. Cancellations must be made at least one business day before the event. Failure to cancel within 24 hours will result in a minimum charge of three hours for each employee assigned. Notification of cancellation should be directed to the Special Events Coordinator at 480-262-2700. If no contact is made, the cancellation call should be directed to the Communications Center at 480-965-3456.
4. There is no extra charge for the use of ASU police vehicles.
5. Employees begin 30 minutes before doors opening (or the start of the event) and 30 minutes after the event's conclusion.
6. If the event has a varying start or end times, attach a document on letterhead delineating the hours and number of personnel requested for each time and type. Indicate 'see attached' in the **number of personnel projected** section of the contract above.
7. The number of ASU Police personnel needed to fulfill this contract shall be determined in consultation with the ASU Police Special Event Manager or his designee.
8. Events that serves alcohol must have an [alcohol on campus permit](#) approved by ASU Risk Management Services and ASU Police.
9. If attendees are being charged for the event or the alcohol, the event must have a liquor license obtainable through the city and/or through the Arizona Department of Liquor Licenses and Control.
10. This contract must be completed, signed and approved by the Special Events Manager before work is performed.
11. ASU Police reserves the right to terminate the contract at any time at the discretion of the Chief of Police or his designee. Contracts will not be approved when:
  - a. The work is outside ASU property lines or jurisdiction.
  - b. The requestor attempts to restrict ASU Police personnel from performing police duties.
  - c. The requestor is requesting ASU Police personnel to perform non-police duties.
  - d. The work involves a labor dispute.
  - e. The work involves private investigative work which requires a state license.
  - f. The requestor fails to agree to contract enough personnel to safely handle the assignment.
  - g. Payment or billing information is not provided
12. Published rates are subject to change annually. All events will be billed at the rate that is in effect when the event is held.
13. Final invoice amounts may differ from estimates provided before the event. Any additional hours worked past the scheduled end time due to an arrest or incident at the event will be added to the final invoice.
14. The requestor will be responsible for all fees associated with collecting any unpaid invoices.

**ASU Police Special Events Manager: 480-262-2700**

**ASU Police Accountant: 480-727-1207**

**ASU Police Communication Center: 480-965-3456**