

Police Department

37 College Avenue
Gorham, Maine 04038-1088
(207) 780-5211

FAX (207) 780-5786/(207) 780-5696
TTY (207) 780-5393

DATE: _____

FOR EVENTS WHICH WILL BE PAID FOR BY STUDENT SENATE ORGANIZATION MONIES,
A COMPLETED PURCHASE ORDER MUST BE ATTACHED TO THIS REQUEST.

THIS FORM MUST BE RECEIVED BY THE USM POLICE DEPARTMENT AT LEAST FIVE (5)
DAYS PRIOR TO THE SCHEDULED EVENT.

CANCELLATIONS OF LESS THAN 24 HOURS ARE SUBJECT TO NORMAL BILLING.

TYPE/NAME OF EVENT: _____

DATE OF EVENT: _____ TIMES REQUESTING COVERAGE _____
FROM TO

LOCATION OF EVENT: _____

CONTACT PERSON(S): _____ PHONE # _____

SPONSORING ORGANIZATION: _____

ADDRESS: _____

ORGANIZATION TO BE BILLED: _____

PHONE # _____ ADDRESS: _____

EXPECTED ATTENDANCE: _____

THIS REQUEST IS FOR: ____ TRAFFIC CONTROL ____ CROWD CONTROL SECURITY

The USM Chief of Police, or his/her authorized representative, will determine whether or not police services are required.

The rate for each Police Officer is \$40.00 per hour with a three-hour minimum. The rate for each Public Safety Assistant is \$15.00 per hour with a three-hour minimum.

If you have any questions concerning this matter, billing, parking arrangements, etc., please contact USM Police at 780-5211.

PLEASE RETURN THIS FORM TO: USM Police Department
Upton Hall, Gorham Campus

NOTE: Requests for police coverage will be denied to any requesting organization that has an outstanding bill with USM Police.