



REQUEST FOR POLICE SERVICES

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 OF COVERAGE REQUESTED _____ TO _____.

LOCATION OF EVENT: _____

CONTACT PERSON(S): _____ PHONE NUMBER _____

SPONSORING ORGANIZATION: _____

ADDRESS: _____

ORGANIZATION TO BE BILLED: _____

PHONE # _____ ADDRESS: _____

EXPECTED ATTENDANCE: _____

Type of Police Services requested? _____

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 \$25.00 per hour with a three hour minimum.

If you have any questions concerning this matter, billing, parking arrangements, ect. Please contact USM Police at 207-780-5211.

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.