



University of Florida Police Department
Internal Special Events Request Form



Organization Information		
Organization Name:		
Address:		
City:	State:	Zip Code:

Event Contact Information	
Contact Name:	
Phone:	Email:

Billing Contact Information		
Name:		
Phone:	Email:	
Address (if different):		
City:	State:	Zip Code:

Chartfields							
Fund	Program	Account	SOF	Flex	UFID	Project	Bud Ref

Event Information		
Event Title:		
Location:		
Date(s):	Start Time:	Estimated End Time:
Estimated Attendance:	Number of Officers Requested:	
Description of Requested Duties:		
Vehicle Request:	<input type="checkbox"/> Yes – Marked	<input type="checkbox"/> Yes – No Preference <input type="checkbox"/> No
GEMRU:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Information:		

Billing Rates

Staffing Needs for event security are determined solely at UFPD's discretion based on the evaluation of the objective criteria listed on the next page. The costs for UFPD personnel are as follows:

- Non-Sworn Police Service Technician (PST): *\$39/hour, 3 hour minimum*
- Police Officer: *\$60/hour, 3 hour minimum*
- Police Sergeant: *\$75/hour, 3 hour minimum*
- Police Lieutenant: *\$90/hour, 3 hour minimum*
- Gator Emergency Medical Response Unit (GEMRU): *\$80 flat fee per event*
- Other services (signage, barricades, etc.): *Available for an additional fee*

All internal UF organizations will incur a **3% administration fee** per invoiced event(s).

These rates are subject to change per the Police Benevolent Association contract.

Special Event Criteria

UFPD uses reasonable, objective criteria to determine appropriate event security measures and associated costs for users pursuant to a University use of space agreement. Although not exhaustive, below is a list of criteria that may be considered:

- Maximum occupancy capacity of the space, both indoor and outdoor.
- Ticketed event / ticket sales / expected attendance.
- Ingress / Egress to the space, including number of ingress and egress points.
- Location of building.
- Location of space within building / layout of the space.
- Time of day / day of week.
- Type of activity taking place in the space (i.e. listening to a speaker vs playing laser tag).
- Lighting conditions in and around the space.
- Traffic patterns, including number of intersections.
- Presence / availability of alcohol.
- Food, beverage or other sales / cash handling.
- Open to the general public / university community only.
- Physical security measures utilized for the event (i.e. magnetometers, barriers, etc.).

Terms of Agreement

The University of Florida Police Department (UFPD) provides the opportunity for private citizens to contract additional law enforcement services with off-duty police officers or police service technicians (if applicable to requested duties). These services may include traffic control, crowd control, uniform security assignments, and other services for a private or public employer, as approved by the Chief of Police. All extra-duty assignments are governed by applicable Florida Statutes, UF Regulations, and UFPD Policy. Law Enforcement Officers performing an extra-duty assignment do so as sworn officers and will not ignore law violations committed in their presence. Every effort will be made to provide staffing to your event, however, there is no guarantee that the extra-duty assignment will be staffed.

Payment will be rendered within **10 business days** after date of invoice. UFPD accepts payment for internal clients in the form of Chartfields.

If an event is to be cancelled, the requestor of the event is required to contact UFPD Communications at 352-392-1111 **a minimum of 3 business days prior to the date of the event** so proper notification can be made to the personnel that has been scheduled. If an event is cancelled within 3 business days of the event date, the requestor will be charged 10% of the contracted fee. **If the requestor fails to cancel the event, they will be charged the 3 hour minimum for each requested personnel.**

Agreement

I understand that the staffing needs for my requested event will be determined at UFPD's discretion. I agree to pay for extra-duty assignments within 10 business days after date of invoice. I agree to all the terms stated on this form.

Name:

Signature:

Date:

Position/Title:

UFPD Contact Information

Ofc. Nicholas Doyle ID # 56 – Special Events Coordinator

Office: 352-392-1114

Cell: 352-672-3897

Email: doyleng@ufl.edu