



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 | | | | | | | |
|-------------|------|---------|---------|-----|------|---------|---------|
| Dept ID | Fund | Program | Account | SOF | Flex | 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: No Vehicle Requested | | GEMRU: No |
| Additional Information: | | |

Billing Rates

Staffing needs for event security are determined solely at the University of Florida Police Department's (UFPD) discretion based on the evaluation of the objective criteria listed in the next section. The costs for UFPD personnel are as follows:

- Non-Sworn Police Service Technician (PST): *\$42/hour, 3 hour minimum*
- Police Officer: *\$64/hour, 3 hour minimum*
- Police Sergeant: *\$77/hour, 3 hour minimum*
- Police Lieutenant: *\$90/hour, 3 hour minimum*
- Gator Emergency Medical Response Unit (GEMRU): *\$100/3 hours, 3 hour minimum - then increments of \$50 for every additional 2 hours*
- 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 union 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 (e.g., 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 (e.g., magnetometers, barriers, etc.).

Please submit requests for event staffing at least 21 calendar days in advance. If you submit a request for staffing less than 15 days from the date of your event, UFPD will not be able to guarantee staffing for your event.

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 understand that if I submit this request less than 15 calendar days away from my event, UFPD cannot guarantee that my event will be staffed. 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. Ragen Howard ID # 76

Office: 352-392-1114

Cell: 352-275-4471

Email: rhoward@ufl.edu

Sgt. Kenneth Motes ID # 69

Office: 352-294-1057

Cell: 352-494-9799

Email: notes21@ufl.edu

Lt. Scott Silver ID # 91

Office: 352-273-3314

Cell: 352-262-0131

Email: sjsilver@ufl.edu

Submit