

**University of Houston Police Department Special Event Personnel Request**  
Sections 1 must be completed for approval.

**1.Event Information (completed by requestor)**

Person and organization / Department requesting services/Department ID: \_\_\_\_\_

UH mail code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Maximum attendance: \_\_\_\_\_ University internal or sponsored   
University external or non-sponsored event

Contact person at event: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Number of police officers requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Parking Enforcement personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Security Officer personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Police Dispatch personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Number of Fire Marshal personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Number of Asst. Fire Marshal personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Number of Food Safety Specialist personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Number of Emergency Management personnel requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Special details / instructions for officers working event: \_\_\_\_\_

**Will the event involve any of the following:**

Cash Handling:  Admission      Alcohol:  Yes      VIPs/Dignitaries:  Yes  
 Concession       No       No      Buses:  Yes  
 No

**Please refer to page 2 for information on policies, additional approvals, and payments for any special event requests.(MAPP 09.03.01 and MAPP 07.01.03) Note: Officer's time begins and ends at the Police Station for all events. After checking in and getting necessary equipment, the officer should arrive within 15 minutes of the start time and should clock out within 15 minutes of departing the event.**

**2.UHPD Confirmation (completed by UHPD)**

Request Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ SER #: \_\_\_\_\_  
Print and Sign

- Request Status:  Approved  Denied: \_\_\_\_\_
- Estimated Amount: \$ \_\_\_\_\_ Officers x SE Rate x # Hours (4 Hr. Minimum per officer, see page 2 for more information on prices), plus a 3%Admin.

**3. Certifying Signature (completed by requestor after UHPD Confirmation)**

**You are hereby authorizing UHPD to process internal payment.**

Cost Center and Speed Type: \_\_\_\_\_  
For University Internal or Sponsored Event.

Print name of Certifying authority: \_\_\_\_\_

Signature of Certifying authority: \_\_\_\_\_ Date: \_\_\_\_\_

•Officers x SE Rate x # Hours (4 Hr. Minimum per officer), plus a 3% Admin. Fee will be added to all invoices. Please refer to [http://www.uh.edu/police/SE\\_rates.html](http://www.uh.edu/police/SE_rates.html) for hourly rate and late fee schedule for requests certified less than two weeks before the date of the event, refer to MAPP 07.01.03

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**4.Event changes/Cancellation (completed by the requestor as needed)**

I \_\_\_\_\_ as an authorized Representative of \_\_\_\_\_ do hereby authorize the listed changes to this Request for Police Services (**48 Hours Advance Notice Required, refer to MAPP 07.01.03 Page 3, V.C.**)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Read all the information below prior to submitting Special Events Request Form**

The University of Houston is committed to making its facilities available for events that are beneficial to the public it serves. These events shall be requested in accordance with [MAPP 09.03.01 – Reservation and Rental of University Facilities](#). This includes, but is not limited to, athletic, business, community, cultural, fraternity, sorority, political, and professional events. Refer to MAPP 09.03.01 for information on alcohol sales/consumption at special events on campus

The authorized representative will submit a completed [Special Event Personnel Request form](#) and send to the email [uhdpsspe@Central.UH.EDU](mailto:uhdpsspe@Central.UH.EDU) one month prior to the date of the scheduled event. Requests received less than two calendar weeks before the event will be surcharged (see below) or may be denied due to short notice and scheduling availability. UHPD personnel will not be assigned to an event without written confirmation of the special event request.

There is a four hour minimum charge for each personnel working special events. A 3% administrative charge will be added to the total of all invoices. Officers from outside police agencies will sometimes cover our events, in such cases a fee for Contract Police Coordinator will be applied to the invoice.

Payment will be debited from the requesting entity after the event has occurred. An invoice will be prepared by UHPD and submitted to the requesting entity documenting the amount of the debit. A 10 % surcharge will be added to the invoice after 30 days past due.

Requesting entities who cancel a request for University of Houston Police Department services less than 48 hours prior to the start of the event will be financially responsible for two hours for each police employee scheduled to work the event. This provision may be waived by the Chief of Police on case-by-case basis.

University departments requesting special events services will be required to initiate and make cost center information available in advance for the UHPD services requested. A 10% surcharge will be added to the bill for UHPD services for all events when the cost center information is not issued prior to the event time, unless an exception has been made in advance.

An expedite fee will be added to events that are scheduled less than 14 days in advance. Expedite Fees will be added to the total cost of the event as follows:

14+ Days Prior	No Charge
8-13 Days Prior	25% Charge
3-7 Days Prior	50% Charge
2 Day or Less Prior	100% Charge

In the event of utilizing Pyrotechnics in the event requested, an Aerial or Indoor Pyrotechnics/Fireworks display permit must be submitted and approved by the University of Houston Fire Marshal's Office.

**Rate**

<b>Position</b>	<b>Cost per hour for all events</b>
Event Commander	\$58
Event Supervisor	\$47
Manager	\$52
Police Officer	\$42
Horse Mounted Patrol	\$76
Dispatcher	\$23
Fire Marshal	\$58
Asst. Fire Marshal	\$26
Security Officer	\$22
Food Safety Specialist	\$26
Emergency Management Director	\$58

For more information, please refer to the [MAPP 07.01.03-Requesting Special Event Security Services](#)