

Campus Safety Cost Estimate Request

INTERNAL FUNDRAISER

The Campus Safety Supervisor, in coordination with the Facility Rentals Office, determines the assignment and hours of an officer to a fundraising event.

LPC Coach: Will You Be Present for the Entire Facility Use Period? Yes No

Event Date/s:

Event Title: Event Type:

Event Locations: Total Number of Event Attendees:

25Live Event Reference Number: Returning Renter: Yes No

Entry Time/Set up: Event Start Time: Event Event Exit Time/Tear Down:

Entry Time/Set up: Event Start Time: Event Exit Time/Tear Down:

Comments:

Number of Campus Safety Officers:

Estimated Hours per Officer:

Assigned Employee/s:

Comments:

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Admin Services Use Only

Cost Estimate Received:

Campus Safety OT Timsheet Received:

Notes: