



UCI Police Department

SERVICE REQUEST FORM

Please Read:

- Service requests must be submitted at least 21 days in advance of scheduled event
- Cancellations must be made at least 48 hours in advance
- Please send your service request to ucipdspecialevnts@uci.edu

Service Requested By:

Name		Email Address	
Name of Organization		Business Phone Number	KFS Recharge Number

Event Information:

Event Title		Type of Event	Location
Event Date	Estimated Attendance	Event Start Time	Event End Time
Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, describe type of advertising and frequency	
Security Needs/Concerns			

AGREEMENT

I understand that a cancellation must be made at least 48 hours before the event. **If no cancellation is received I, the undersigned representative, will be held financially responsible for paying a three hour minimum charge for every person assigned to work during an event.** Situation which require additional personnel will result in additional costs. The balance is due in full upon receipt of invoice.

Initials: _____ Date: _____

For Police Department Use Only (Do Not Fill)

Special Event Number	Date Received
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