

NEWCOMB SECURITY REQUEST FORM

This form must be completed and submitted to the Newcomb Event Planning Office (Room 436) no later than 2 weeks prior to the date of the event. Please direct questions to the Newcomb Event Planning Office at 924-3203 or reservenewcomb@virginia.edu.

PLEASE PRINT OR TYPE

Event Name: _____		Event Date: _____	
Organization: _____			
Contact Person: _____		Title: _____	
Telephone: _____		E-Mail: _____	
Billing Address: _____			
Acct. # (PTAO): _____			
Type of event: _____		Expected Attendance: _____	
Event Location: _____		Rainsite: _____	
Alcohol Served: <input type="checkbox"/> Yes <input type="checkbox"/> No		Ticketed Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Sales at the Door: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Starts: _____		Event Ends: _____	
		Police Begin Time: _____	
		Police End Time: _____	
Event is: (circle one)		members only	
open to the public		University and invited guests only	

Guidelines:

1. Newcomb staff or the University Police Department reserve the right to determine how many officers and length of time officers are on duty. The sponsor must hire security for a minimum of 3 (three) hours of service.
2. The sponsor is responsible for the conduct of everyone attending its event, including non-University guests.
3. The sponsor is responsible for all applicable charges.
4. For events where alcohol will be served, the sponsor is responsible for adhering to the UVa alcohol policy. (See complete policy in the University of Virginia Undergraduate or Graduate Record: <http://records.ureg.virginia.edu/index.php>.)
5. The sponsor shall designate a contact person for on-duty police officers and facility staff. The sponsor shall develop a plan and execute all functions necessary for proper event management, including but not limited to appropriate crowd control procedures, checking of ID's, ensuring appropriate admission procedures, ending the event at the designated time, and assisting in dispersing of attendees at the end of the event.
6. ANY changes to this form require the form to be resubmitted by sponsor for appropriate approvals.
7. **If the event is cancelled by the sponsor, the sponsor must notify the Event Planning Office a minimum of 3(three) business days prior to the event. The Event Planning Office staff will notify the Police Department. If notification to the Event Planning Office by the sponsor cannot occur within the time limit indicated and/or in the event of a rain cancellation, the sponsor must notify the Police Department directly. Note that if notification to the Police Department does not occur in ample time for scheduled police officers to be notified, the Police Department may bill the organization as if the event had occurred.**

I have read, and I understand and agree to, the above guidelines. I understand that failure to adhere to all guidelines may result in cancellation of the event.

SIGNATURE: _____		DATE: _____	
Print Name: _____		Title: _____	
SIGNATURE: _____		DATE: _____	
Newcomb Event Planning Office			
SIGNATURE: _____		DATE: _____	
RMC Representative			
SIGNATURE: _____		DATE: _____	
University Police Department Fax: 2-2817			

*******RMC OFFICE USE ONLY*******

Number of Ushers/Hours: _____ / _____	Estimated Cost: \$ _____
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*******UVA POLICE OFFICE USE ONLY*******

Number of Officers/Hours: _____ / _____	Estimated Cost: \$ _____
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