Carthage College
Internal Event Security Request

General Event Information

Date(s) of Event: _____ Time of Event: _____

Event Title: _____

Event Sponsor – Organization/Department: _____

Organization/Department Account #: _____ Expected Attendance: _____

Description of Event (student organization event, fundraiser, community event, other):

_____

_____

Organization/Department Contact Information

Contact Person: _____

Title/Role in Organization/Department: _____

Contact Phone Number: _____ Email: _____

If a student organization, name of advisor: _____

Who will attend event? Check all that apply:

____ Carthage Students ____ Carthage Faculty/Staff

_____ Non-Carthage Community Members _____ Community Members under Age 18

Expected Parking Needs _____Buses _____Vehicles _____Set-up/Load-in for event activities

Note: No buses are may be parked on the Carthage Campus and pick-up/drop-off location is located in the South Lower Parking Lot.

Will you be doing any of the following? Check all that apply:

_____ Selling Tickets _____ Checking ID's for Alcohol

_____ Selling Food/Merchandise

Facilities/Spaces to be used for event:_____

Set-up Time: _____ Take Down Time: _____

Security Requirements and Fees

See the Event Security Guidelines for the potential security requirements for your specific event. When appropriate and available, Carthage Public Safety Officers will be used to provide security needs for Carthage events. In situations where it is more appropriate or exceeds availability of Public Safety Officers, local law enforcement or security agencies will be utilized.

Below are the ***estimated fees*** for security services:

Estimated Fees for Security Services			
Officer Type	**# Required**	**Hourly Rate**	**Minimum Call Time**
Public Safety Officer (s)	1	$35.00	4 hours
Contracted Security Officer(s)	2	$50.00	4 hours
Kenosha Police Officer(s)	2	$45.00-$65.00	4 hours
Kenosha Sheriff(s) Dept.	2	$45.00-$65.00	4 hours

Cancellation: The requestor or organization may cancel the event with 48-hour notice (excluding weekends or legal holidays) and receive a refund of half the total expected security fees. No refunds shall be made if the requestor or organization cancels after a 48-hour point or if the requestor or organization does not show up for the event.

For Office Use Only

Billing Process Information			
Date Received:		**Confirmation Sent:**	
Account #:		**Object Code:**	
Type of Officers	**# Officers Required**	**Call Times**	**Rate**
Carthage Public Safety			35.00
Contracted Security			50.00
Kenosha Police			
Kenosha Sheriff			
Expense for Invoice:			