

Department of Campus Safety

Special Events Staffing Request

UPDATED March 1, 2023

- 1. Please note that all Campus Safety staffing requests must be submitted no later than 14 days in advance of the event.
- 2. This form is intended for all requests for Campus Safety staffing at special events.
- 3. Please fill out and email this form to our Dispatch Center (ext. 72000), at dispatch@claremont.edu
- 4. Requests for officers must be approved and submitted by an authorized administrator at The Colleges.
- 5. All requests for officers will be billed for a minimum of four (4) hours.
- **6.** The billing rate for security services staffing starts at \$36.00 per hour.

College Initials	Event Date	Your Name & Contact Number	Event Name	Event Location	Expected Attendance	Alcohol Served?	Number of Kegs	Number of Campus Safety Officers Requested	Campus Safety Officers Start & End Time	Account Number to Be Charged	Are you hiring additional outside security personnel? If so, how many officers & which company?