SECURITY STAFF REQUEST FORM

This form is to be used by applicants whose events or meetings will be held outside of normal Library hours of operation. The role of the Security Officer assigned is to ensure the protection of City property and secure the facility after the meeting/event is over.

Your Name: ____________________________________________________________

Organization Name: ____________________________________________________

Daytime Phone No: ___________  Evening Phone No: ______________

Branch Library: ________________________________________________________

Day and Date of Event: _________________________________________________

Event Purpose: _________________________________________________________

Time of Event:  From _________  To ________  (include set-up time)

No. People Attending: ___________

The cost of security is $216.00 for a period of up to 4 hours and $54.00 each additional hour, or part thereof.

Library Use Only

Officer Assigned: _______________________________________________________

Date Confirmed: _______________________________________________________

[Security Staff Request Form.doc]