

FAU Public Safety provides the opportunity for internal and external entities to contract additional law enforcement services with off-duty officers sworn and non-sworn via FAU Special Events Coordinator. These services may include traffic control, crowd control, uniform security assignments, and other special events for a private or public employer, as approved and authorized by the Police. Every effort will be made to provide staffing for your event.

To fulfill your request and provide an accurate estimate of cost, please complete the application and return via fax, e-mail or U.S. Mail, no less than ten (10) working days prior to the scheduled event. Incomplete applications or applications received with less than ten (10) working days may adversely affect the Office attempts to fulfill the request. **There is a three (3) hour minimum required for all events.**

A supervisor is required any time there are six (6) or more officers scheduled for an event. If alcohol or money is going to be at an event at least one (1) Officer is required depending on the size. If the event requires traffic detail there is a minimum of seven (7) Non-Sworn Parking Officers, depending on the size.

Internal Campus Groups /External			External Payment methods:
Internal	External		1) Check / Money Order made payable to: Florida Atlantic University 777 Glades Road SU80 Room 115 Boca Raton, FL. 33431 2) Credit Card upon receipt of invoice
\$ 40.00	\$ 55.00	Supervisor	
\$ 35.00	\$ 50.00	Officer	
\$ 25.00	\$ 35.00	Non-Sworn Parking Officer	

Applicant Information

Business Name Applicant _____

Contact Name: _____

E-mail: _____ Cell Phone #: _____

Type of Event: _____

Contact Person at Event: _____ Alt Phone #: _____

Location of Event: _____

Attending _____ Will money be collected at event?: _____ Will alcohol be served? _____

Detail Date from: _____ to _____ Start Time: _____ End Time: _____

Comments:

Applicant Signature: _____

On Campus Organizations

Smarttag: _____ Date Reviewed: _____

Department: _____

Authorized Signature: _____ Date Approved: _____

Processed by: _____ Date Processed: _____

*Parking on FAU campus is permit enforced. The cost for parking on campus is \$2.00 daily per vehicle.
 For large events the cost of parking will be included with the event and invoiced accordingly.
 This will be discussed when the application process is completed.*