



# Vanderbilt University Police Department

## Special Events Unit

### VUPD Event Planning: VUMC Request Form

<b>Event Name:</b>		<b>Event:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private	
<b>Event Date(s):</b>		<b>Event Weekday(s):</b>	
<b>Event Address(s):</b>			
<b>Building(s):</b>		<b>Lot(s):</b>	<b>Street(s):</b>
<b>Street Closure:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Meters Bagged:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Lot Closure:</b> <input type="checkbox"/> Yes <input type="checkbox"/> NO
<b>Event Start Time:</b>		<b>Event End Time:</b>	<b>Total Time (hours):</b>
<b>Expected Attendance:</b>		<b>Any Outside Vanderbilt Affiliation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> NO	
<b>Dignitaries/VIPs:</b>			
<b>Other Special Guests:</b>			

<b>VUMC Department:</b>	
<b>Event Requestor:</b>	<b>Office Phone:</b>
<b>Primary Event Contact:</b>	<b>Office Phone:</b>
<b>Email:</b>	<b>Cell Phone:</b>
<b>Secondary Event Contact:</b>	<b>Office Phone:</b>
<b>Email:</b>	<b>Cell Phone:</b>
<b>Authorized VUMC Department Approver (print name):</b>	<b>Authorized VUMC Department Approver Signature:</b>

#### Financial Responsibility

Provide an authorized VUMC center number below. Expenses for this service will be included on the monthly SLA master bill between VU and VUMC.

**VUMC Budget Center # (10 Digit Number):**

**VUMC Department General Ledger Monthly Reconciliation Contact Name:**

**VUMC Authorized Signatory (print):** John F. Manning, PhD, VUMC COO

**VUMC Authorized Person's**

**Today's Date:**

**Signature:**

*\*Email completed form to [mark.stannard@vanderbilt.edu](mailto:mark.stannard@vanderbilt.edu) and [erika.talyor@vanderbilt.edu](mailto:erika.talyor@vanderbilt.edu) VUPD Special Events Unit or fax to 615.936.0263 for approval and confirmation. After VUPD approval, VUPD administration will process for final VUMC review and signature.*

Police Officers (\$55.00 per hour) with a four (4) hour minimum per officer and a twelve-hour cancellation required without charge. VUPD will determine staffing levels and ranks based on the event.

Security Officers: (\$38.00 per hour) with a four (4) hour minimum per officer and twenty-four-hour cancellation required without charge. VUPD will determine staffing levels and ranks based on the event.

There will be an additional charge for barricades and/or cones to be set up for the event. Cost will vary dependent upon the needed amount.