



Vanderbilt University Police Department

Special Events Unit

VUPD Event Planning: VUMC Request Form

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

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

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 Workday Funding Source (CC, GR, GF, PG, or PJ):

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 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 (\$62.00 per hour) with a four (4) hour minimum per officer and a twenty-four-hour cancellation required without charge. VUPD will determine staffing levels and ranks based on the event.

Security Officers: (\$44.00 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.