I. PURPOSE AND SCOPE

This policy and procedure document is applicable to all departments, organizations and individuals who desire the University of Houston Department of Public Safety (UHDPS) personnel to provide police, fire and safety, parking enforcement and/or security functions for special events held on property owned, rented, leased or otherwise controlled by the University of Houston (UH). It provides outlines UH guidelines which governing the scheduling and billing for UHDPS special event services.

II. POLICY STATEMENT

The University of Houston is committed to making its facilities available for events that are beneficial to the public it serves. These events shall be requested in accordance with UH-MAPP 09.03.01 – Reservation and Rental of University Facilities. This includes, but is not limited to, athletic, business, community, cultural, fraternity, sorority, political, and professional events.

The decision to require special event related UHDPS services in part is determined by the nature and size of the event, the extent the event will impact normal university operations, the target audience, the group’s event history, whether alcohol will be served or available, whether concessions will be sold, and if there will be money collected on site for parking and/or event admission. The final decision to require/waive UHDPS services related to special events rests with the Chief of Police, or his designee.

III. DEFINITIONS

A. Facilities: Refers to any property owned, leased, rented or otherwise controlled by the University of Houston.

B. OIC-SE: UHDPS Officer in Charge of Special Events, this is the contact person or any entity requesting services for a special event occurring at any university facility assigned to coordinate the UHDPS special events.
C. **UHDPS Personnel**: Any UHDPS personnel including commissioned police officers, parking enforcement assistants, fire marshals, security officers, dispatchers and other support staff.

D. **Special Event**: Refers to all any events held at any university facility, which are open to all or part of the university community and/or to the public in general. Non-routine Events that would require additional logistical support including the area of security and/or parking arrangements are required to ensure a successful special event go beyond the normal scope of the day to day operations of UH departments or colleges...[gkw1]

E. **Requested Department**: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group. Also responsible for collecting and handling all related forms and fees. **See Defined as Reservation Offices in MAPP 09.03.01.**

   See Addendum A for list of Reservation Offices.

http://www.uh.edu/mapp/09/090301.pdf The requestor may also be referenced as requesting entity within this document.

F. **University** internal or sponsored event: An internal component of the University of Houston. This includes, but is not limited to, divisions, colleges and departments, and student organizations affiliated with the University.

G. **UH** University external or non-sponsored event: An external company or group not affiliated with the University of Houston. This includes, but is not limited to, independent political and professional groups.

IV. **GENERAL PROVISIONS**

A. The university may require the presence of UHDPS personnel as a condition of holding certain events on campus. The decision to require the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Chief of Police or his designee. The requesting department will be responsible for paying for special event expenses incurred for the event.

B. UHDPS police officers are required to provide security at events where alcohol is served unless this requirement is waived. If students are involved, waivers must be requested using a Registration of Alcoholic Beverage Distribution Form, available in the Dean of Students Office. Other waivers may be requested, in writing, to the Chief of Police, or his designee. Refer to MAPP 09.03.01-Section VI., Food and Beverages, for information on alcohol sales/consumption at special events on campus.
C. Requests for UHDPS services must be received from an authorized representative of a requesting reservation office or department (http://www.uh.edu/af/survival/facilityrental.htm see Addendum A, MAPP 09.03.01 http://www.uh.edu/mapp/09/090301.pdf). The authorized representative will submit a completed UH—Special Event Personnel Request form (http://www.uh.edu/police/UHDPS_Event_Personnel_Request.pdf) no later than two calendar weeks before the date of the scheduled event. Requests received less than two calendar weeks before the event will be surcharged 10% or may be denied due to short notice and scheduling availability. UHDPS personnel will not be assigned to an event without written confirmation of the special event request.

D. Upon receipt of each special event request, the OIC-SE will check to see if the requesting UH—university department is on the UHDPS Outstanding Payment Report which represents all current invoices that are past due. The Chief of Police, or his designee, has the option to deny any special event request if the requesting entity is on the past due list.

E. All requests for UHDPS services shall be coordinated with the OIC-SE. UHDPS will be the primary provider of police services for events held at university facilities. The OIC-SE will make arrangements for officers from other police agencies to supplement UHDPS personnel working these events as necessary.

G. A representative from the appropriate office listed referenced above will forward the “Request for Police Services” to the UHDPS OIC-SE. Requestors can call the OIC-SE at (3-0625) or the billing agent (3-0584) to coordinate the transmission of the form.

V. COMPENSATION AND BILLING

A. All UHDPS employees assigned to work a special event will be compensated for a minimum of four hours for each event, except:

1. When an event is worked immediately prior to or following the assigned officer’s shift.

2. When a group shows, but cancels the event due to unforeseen circumstances, the officer will be compensated for two hours.

NOTE: There is a special cancellation provision for baseball/softball games canceled due to inclement weather.

B. University departments requesting special event services will be required to initiate and make full payment in advance for the UHDPS services requested. The requesting department is responsible for initiating the estimated payment in
advance to the UHDPS. A 10% surcharge will be added to the bill for UHDPS services for all events when the estimated advance payment is not issued prior to the event time unless an exception has been made in advance.

C. Requesting entities who cancel a request for police services less than 48 hours prior to the start of the event will be financially responsible for two hours for each police employee scheduled to work the event. This provision may be waived by the Chief of Police on case by case basis.

D. The billing rates for UHDPS personnel are posted on the UHDPS website

1. The billing rates are available under the Rate Schedule at http://www.uh.edu/police/SE_rates.html

2. A 10% surcharge will be added to the bill for UHDPS services for all events when the request registration form is received less than two calendar weeks before the date of the event.

3. A 10% surcharge will be added to the bill for UHDPS services for all events when the estimated advance payment is not issued prior to the event time unless an exception has been made in advance.

E. An invoice will be prepared by UHDPS and submitted to the requesting entity after the special event has occurred. The estimated advance payment received will be noted on the invoice.

If the event extends past the scheduled time, the additional extra charges will be billed to the requesting entity. The extra charge will be noted on the invoice on the amount due line entitled “Invoice Total”. The requesting entity is required to provide the extra payment upon receipt of the invoice.

If actual expenses were less than initially anticipated, the UHDPS will provide a refund to the requesting department upon receipt of the invoice.

F. A 10% surcharge will be added to the invoice after 30 days past due.

G. The OIC-SE will arrange for extra officers to supplement UHDPS officers working special events as necessary for large events. Non-UHDPS officers working events at university facilities are contract employees.

1. The UHDPS will process the contracts for the contracted officers assigned to all special events for events which are not related to Athletics events, unless stipulated in advance.
2. Contracts will be processed prior to the event start time for contracted employees.

3. Departments initiating the contracts for the contracted officers will process the payment for the contracted officer.

IX. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Safety and Security Chief of Police

Review: Every three years, on or before May December 1

X. APPROVAL

John M. Rudley Executive Vice President for Administration and Finance

Jay Gogue President

Date of President’s Approval: October 25, 2004
# Addendum A

## Request for Police Services Form

**UNIVERSITY OF HOUSTON DEPT OF PUBLIC SAFETY**  
**REQUEST FOR POLICE SERVICES**  
**EVENT INFORMATION**  
*(Those on the past due list may not request police services)*

<table>
<thead>
<tr>
<th>PLEASE PRINT</th>
<th>TWO-WEEK ADVANCE NOTICE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person and Organization / Department Requesting Service:</td>
<td></td>
</tr>
<tr>
<td>UH Mail Code:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Location:</td>
<td>Email:</td>
</tr>
<tr>
<td>Type of Event:</td>
<td>Time Officer(s) Requested: to</td>
</tr>
<tr>
<td>Date of Event:</td>
<td></td>
</tr>
<tr>
<td>Estimated Attendance:</td>
<td># Officers Requested:</td>
</tr>
<tr>
<td>Alcohol: ( ) Yes ( ) No</td>
<td></td>
</tr>
<tr>
<td>Contact Person at Event:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Special Details / Instructions for Officers Working Event:</td>
<td></td>
</tr>
</tbody>
</table>

**event approval / acknowledgment of reservation obligations**

*Reservation Approved By:* Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group. Also responsible for collecting and handling all related fees and fines. (omap 09.03.83). My signature below acknowledges my department accepting responsibility for the payment of all police/security related fees associated with this event and authorizes UHDPS to debit the cost center number I have provided for these services.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>UH Mail Code:</td>
<td>Fax #</td>
</tr>
<tr>
<td>Cost Center #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Amount: (# Officers x SE Rate x # Hours Worked – 4 Hr. Minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCR #:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UHDPS Confirmation Information**

Request for Police Services Reviewed By: Date:  
Request Status: ( ) Approved ( ) Denied

**Event Changes / Cancellation**

I, ____________________________ as an authorized Representative of,  
do hereby authorize the following changes to this Request for Police Services *(48 Hours Advance Notice Required)*  
Date: | Phone #: | Fax #: |

(UHDPS 11/82, Revised 09/04)