JACKSONVILLE STATE UNIVERSITY POLICE DEPARTMENT

Facility Security Requirements for Student Organizations

The Jacksonville State University Police Department reviews the need for security by analyzing facility reservations request submitted to the Director of Public Safety. The criteria used in determining the need for security includes the time of the event, number of attendees, admission charges at the event, availability of JSU officials present at the event, and if the event is private or open to other organizations and the public. To assist in this determination, please complete the questionnaire below.

Yes   No

1. Is money collected at the event? ☐ ☐

If yes, a minimum of one officer is required. The one officer will count towards the minimum officer manning of the event

Yes   No

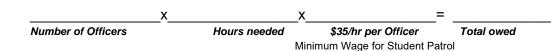**2. Will the event occur after normal business?** ☐ ☐

If yes, a JSU Official or police officer(s) must be present. Normal business hours are Monday-Friday from 8:00 A.M. to 4:30 P.M.

3. What is the estimated attendance to the event?

Determined based on the high end estimate

☐ 0-75, requires only a JSU Official be present

☐ 75-150, one officer

☐ 151-250, two officers

☐ 251-350, three officers

☐ 351-450, four officers

☐ 451-550, five officers

☐ 551-650, six officers

How to determine what your organization owes for security

_____ X _____ X _____ = _____
Number of Officers   *Hours needed*   *$35/hr per Officer*   *Total owed*
                                                    Minimum Wage for Student Patrol

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- The facility will be locked or cleared by the event end time.
- UPD will provide security on a first come, first served basis to include payment for security submitted to UPD. In the event of multiple requests requiring security for the same day and time, UPD may deny request based on available officers.
- In any circumstance that the actual event attendance exceeds the estimated attendance, it is the requesting organization's responsibility to deny entry.
- Any violation of university policies, criminal statutes, inaccurate information on request forms, or safety violations will result in the immediate termination of the event. UPD reserves the right to deny requests due to a past history of criminal activity or violations of the student code of conduct from requesting organizations.
- List the name and phone number of the JSU Official that will be present throughout the duration of the event for verification.

_____   _____
JSU Official's Name   JSU Official's Phone Number

Please submit this form, along with the original facility request form, to the Director of Public Safety by visiting the Jacksonville State University Police Department at Salls Hall, during normal business hours.

Phone Number (256) 782-5050
Fax Number (256) 782-5286
www.jsu.edu/police