

SECURITY STAFF REQUEST FORM

This form is to be used by applicants whose events or meetings will be held outside of normal Library hours of operation. The role of the Security Officer assigned is to ensure the protection of City property and secure the facility after the meeting/event is over.

Your Name: _____

Organization Name: _____

Daytime Phone No: _____ Evening Phone No: _____

Branch Library: _____

Day and Date of Event: _____

Event Purpose: _____

Time of Event: From _____ To _____ (include set-up time)

No. People Attending: _____

The cost of security is \$216.00 for a period of up to 4 hours and \$54.00 each additional hour, or part thereof.

Library Use Only

Officer Assigned: _____

Date Confirmed: _____