

## 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.

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### Library Use Only

Officer Assigned: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_