



# Vanderbilt University Police Department

## Special Events Unit

### VUPD Event Planning: VUMC Request Form

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

|  |   |
|--|---|
| <b>VUMC Department:</b>                                  |   |
| <b>Event Requestor:</b>                                  | <b>Office Phone:</b>                                  |
| <b>Primary Event Contact:</b>                            | <b>Office Phone:</b>                                  |
| <b>Email:</b>  | <b>Cell Phone:</b>                                    |
| <b>Secondary Event Contact:</b>                          | <b>Office Phone:</b>                                  |
| <b>Email:</b>  | <b>Cell Phone:</b>                                    |
| <b>Authorized VUMC Department Approver (print name):</b> | <b>Authorized VUMC Department Approver Signature:</b> |

#### 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 [caleb.jedlicka@vanderbilt.edu](mailto:caleb.jedlicka@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 (\$67.00 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: (\$47.00 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.