

Date Received: \_\_\_\_\_ Permit No: \_\_\_\_\_  
 Police Approved: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Approval with Comments:**

**SECURITY PLAN  
 APPROVAL REQUEST FORM**



Rev. 9-19-19

All questions must be answered completely or application will not be considered. Please allow TEN (10) days for approval. Together with this application, please provide a written Security Plan including names of all security personnel.

**EVENT NAME:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Hours of Event:** \_\_\_\_\_

**Number of Expected Attendance:** \_\_\_\_\_

**Occupancy Load:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_

**Cell/Other:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

- Security Personnel must be 21 years old or older;
- A Security Director must be onsite at all times with a cell phone;
- Shirts or Vests must look the same. "SECURITY" must be stated on the shirt or vest so it is visible to the public and the Police Department.

**Please check applicable Security:**

The following will allow for the calculation of security required. The calculations will change depending on the type of event.

<input type="checkbox"/> Police Officers	<b>2 Police Officers per</b>	<b>1 to 300 People</b>
<input type="checkbox"/> Security Officers in Uniform	<b>3 Security Officers per</b>	<b>1 to 300 People</b>
<input type="checkbox"/> Private Citizens in Security Shirts or Vests	<b>4 Private Citizens per</b>	<b>1 to 300 People</b>

**Name of On-site Security Director:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Comments:**

I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of the Special Event Permit. I also understand that the Police Department may require additional information as permitted by Ordinance, and also agree to supply the same.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SECURITY PLAN INFORMATION

---

1. Please list the names of the security personnel, age, and cell phone number:

First	Last	Age	Cell Phone Number

2. Please indicate the number of security personnel that will be roaming on the premises of the event: \_\_\_\_\_.

3. Please provide a detailed Security Plan:

---

---

---

---

---

---

4. Please mark on the site plan the locations of each security person: