



**SECURITY SERVICES FOR SPECIAL EVENTS**

**UL Lafayette Police Department**

**NON-CAMPUS ORGANIZATION**

This contract is between UL Lafayette Police Department (referred to as UL PD), 210 Hebrard Blvd. Lafayette, Louisiana 70504, and \_\_\_\_\_ (referred to as "Organization") and whose billing information is:

Address: \_\_\_\_\_ Room/Apt.# \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Billing Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Other Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

1. Services  
UL Police Department will furnish \_\_\_\_\_ off-duty police officers to monitor and patrol the Special Event as described below. Each officer, while monitoring and patrolling the Special Event, whether in uniform or not, is authorized to conduct him/herself and to exercise his/her powers accordance with La. R.S 17:1805.
2. Compensation and Payment Method  
Organization agrees to pay an hourly rate for each officer assigned to monitor and patrol the Special Event at the officer's current overtime rate of \$70.00/hour. Organization authorizes UL PD to furnish officers for this Special Event, and Organization agrees to pay the hourly rate for each officer furnished as invoiced. There is a four (4) hour *minimum* commitment per Special Event. All sums will be due prior to the start of the event.

Organization understands, acknowledges and hereby agrees that the failure to pay all sums due, as invoiced and in accordance with the terms of this contract, may result in the denial of approval for future special events sponsored by Organization, or in which Organization intends to participate.

In event that it becomes necessary to employ an attorney to collect any sums due under this Contract, Organization agrees to pay all costs of collection including reasonable attorney's fees, court costs, and interest at the rate of eighteen percent (18 %) per annum.

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3. Details of the Special Event

Name of the Special Event: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Guests Attending: \_\_\_\_\_

Will Alcohol beverages be served at the Event? YES \_\_\_\_\_ NO \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Special Event Coordinator: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Organization hereby makes the following representations:

- a. No activity in connection with this special event conflicts with any federal, state, local, or University policy or law.
- b. All required approvals from other University departments have been obtained.
- c. The following representatives of Organization are authorized to answer questions regarding this Special Event (if different Billing Contact Person or Special Event Coordinator):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

5. Termination

Organization may terminate this contract upon *written notice* to UL PD. Written notice of termination *must* be received by UL PD, at its address specified above, at least 72 *hours* prior to beginning time of the Special Event, as specified above, or Organization agrees to pay the minimum due as specified in Paragraph 2 above.

UL Police Department may terminate this contract, in writing or orally, at any time, if it determines that the staffing level requested by Organization for the Special Event is inappropriate for attendant safety, Special Event security, or crowd control.

6. Entire Agreement

It is expressly understood and agreed that this contract is not binding unless signed by an authorized representative of ULPD; that it contains all of the agreements between the parties, UL Police Department and Organization/ Individual; and that there are no oral, collateral or other agreements that are not set forth.



UNIVERSITY  
OF  
LOUISIANA  
*Lafayette*

*Police Department*

P.O. Box 40794  
Lafayette LA 70504-0794  
Office: (337) 482-6449

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Contract must be completed and submitted to ULPD minimum of 10 working days prior to the Special Event. Failure to do so may result in charges at the rate of time and one half. UL Police Department reserves the right to refuse to provide officers for special events due to departmental manpower requirements and other previously scheduled events. If all approvals are obtained and this contract is submitted on time, but UL Police Department is unable to provide off-duty officers for Special Event, assignment of outside agency or security group is contingent upon approval of ULPD authorized representative.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Printed Name of Authorized Representative*

**UL Lafayette Police Department**

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Title*