



**SECURITY SERVICES CONTRACT FOR SPECIAL EVENTS**

**LSU POLICE DEPARTMENT**

(check one) **CAMPUS ORGANIZATION** \_\_\_\_\_ **NON-CAMPUS ORGANIZATION** \_\_\_\_\_

This contract is between **Louisiana State University Police Department** (referred to as "LSU PD"), Public Safety Building, 204 South Stadium Drive, Baton Rouge, Louisiana 70803, 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

The organization above is requesting (#) \_\_\_\_\_ 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 himself/herself and to exercise his/her powers in 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 the Special Event at a rate of \$80.00/hour. Organization authorizes LSU 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 within 14 days following receipt of an invoice for services rendered. For purposes of this agreement, receipt of the invoice means either the date on which the invoice is deposited, postage pre-paid in the United States Mail to Organization at the address listed above, or the date on which the invoice is hand delivered to Organization. Non-Campus Organization agrees to make payment in cash, or by check or money order made payable to LSU Police Department. Campus Organization agrees to make payment in cash; by check or money order made payable to LSU Police Department; or charged to an LSU Departmental Account or LSU Campus Organization Account, and whose account number is:

# \_\_\_\_\_.

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 the 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 alcoholic beverages be served at this Event? YES / NO*

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

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

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

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

Other Phone #: \_\_\_\_\_

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 representative of Organization is authorized to answer questions regarding this Special Event or this contract (if different from Billing Contact Person or Special Event Coordinator):

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

5. Termination

Organization may terminate this contract upon *written notice* to LSU PD. Written notice of termination *must* be received by LSU 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.

*LSU PD 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 officer safety, Special Event security, or crowd control.*

6. Entire Agreement

It is expressly understood and agreed that this contract is not binding on the LSU Board of Supervisors unless signed by an authorized representative of LSU PD; that it contains all of the agreements between the parties, LSU Board of Supervisors and/or LSU PD and Organization; and, that there are no oral, collateral or other agreements that are not set forth.



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**7. Signatures**

By the Authorized Representative's signature, \_\_\_\_\_, hereby certifies that he/she is authorized to appear herein on behalf of Organization and to execute this contract on behalf of Organization, and further, in the event he/she is not authorized to appear on behalf of Organization, he/she obligates himself/herself personally to become liable under all of the terms of the contract as specified herein.

Contract must be completed and submitted to LSU PD a *minimum* of 10 working days prior to the Special Event. Failure to do so may result in cancelation of the Special Event. LSU PD 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 LSU PD is unable to provide off-duty officers for Special Event, assignment of outside agency or security group is contingent upon approval of LSU PD authorized representative.

**Campus Organization or Non-Campus Organization**

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

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

**LSU Board of Supervisors through LSU Police Department**

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

\_\_\_\_\_  
*Printed Name of Authorized LSU PD Representative*