



## PVCC Public Safety Facility Use Service Provider Information

### Scope of Service

- Provide public safety support to facility use activities/events.

### Timeline Requirements

- Two week notice is required to secure security coverage.

### Process

- A security charge will be assessed if an event is held outside of the following times:
  - Mon-Fri 6am-10pm
  - Sat 8am-4pm
  - Sunday & Holidays All Day
  - Summer- M-Th 6am-10pm, Friday 7am-3pm, Sat & Sun All Day
- An officer is required to be on duty 30 min before an event and 30 minutes after an event.
- Security charge is a 4 hour minimum at a rate of \$40/hour per officer.
- Events with over 50 participants will be required to have a Public Safety Officer present and will be charged the standard fee.
- Events with over 100 participants may require additional officers.
- All vehicles are required to park in the parking lot.
- For loading/unloading heavy equipment, requestor may drive to an acceptable location determined by Public Safety to load/unload.
- If there is need to have a vehicle remain near the event, this must be approved in advance by Public Safety. All other vehicles are allotted 20 minutes for loading/unloading.
- Alcohol, drugs, or weapons are prohibited.
- Children must be in the company of an adult at all times.
- All pets must be on a leash.
- The above applies to all whether Internal, Co-Sponsored, or External, unless otherwise waived by the President or Vice-Presidents.