

# Public Safety Special Event Services Request

NOTE: Events requiring special permits and/or parking considerations may incur additional fees and advance-notice requirements, per the Borough of Gettysburg. Such events **must** be discussed and coordinated with Travis Griffie (tgriffie@gettysburg.edu or x6912) well in advance of the event.

Requestor:

Sponsoring Department:

Requestor's email:

Requestor's Ext/Phone #:

Account # to be charged:

Event Title:

Location:

Start Date:

End Date:

Start Time:

AM PM

End Time:

DPS Officer(s) Needed:            Yes            No

Signs Needed:                      Yes            No            Qty of signs needed:            (1-20 = \$30; 21+ = \$40)

Where are parking signs to be placed:

Additional information/comments:

*"Save As" the completed form to your computer, and email it to: tgriffie@gettysburg.edu*