



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
**Welcome to the Police Department**  
Request for Services

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**INSTRUCTIONS**

The Request for Services informs the University Police Dept. to unlock and Lock any and all Doors, Buildings, Classrooms, etc., also informs Police Dept. of all upcoming events.

**ALL AREAS MUST BE FILLED OUT**

**MUST HAVE BUILDING SUPERVISORS SIGNATURE** - *Very Important*

We will not open any doors, buildings or classrooms without supervisors signature (form will be returned to department unprocessed) Police Dept. does not open any doors, classrooms during regular working hours (8:00am - 5:00pm Monday - Friday)

**GIVE TYPE OF ACTIVITY**

Example: Banquet, Meetings, Workshops, Orientations, Parking Lots, etc. On Banquets, Dinner Parties, any social gathering (give number of people attending and if alcohol will be served) include times and dates on all activities.

**SPECIAL REQUEST**

Depending on event and size of crowd, Officers will be assigned to event. If no special requests are needed leave blank

**CHARGES IF APPLICABLE**

Include Account # and Account Name (this is to pay Officers assigned to event)

**BUILDING USE**

Enter all dates, room #'s and times (to unlock and lock)

This form must be **SENT** to the **POLICE DEPT.** *NOT Central Scheduling at least five working days prior to the date services are requested.*



**UNIVERSITY POLICE DEPARTMENT  
THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**

**Edinburg Campus** 1201 W. University Dr. - Edinburg, Texas 78539-2999 (956) 665-7151 Office  
**Brownsville/Harlingen Campuses** One West University Blvd.- Brownsville, TX 78520 (956) 882-8232 Office

Please route in original form to university police department at **least five (5) working days prior to the date services** are requested. Form must have signature of originator and building supervisor. This form must be submitted on a monthly basis. A separate form is required for each building to be used.

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

**REQUESTOR:**

Requestor: \_\_\_\_\_  
Email: \_\_\_\_\_  
Originator: \_\_\_\_\_  
Department: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of Activity: \_\_\_\_\_  
Date(s) of Services Required: \_\_\_\_\_

**SIGNATURE  
FOR BUILDING USE:**

Building: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Shift: 6-2                      2-10                      10-6

Date Logged: \_\_\_\_\_ by: \_\_\_\_\_

**SERVICE SPECIFICATIONS:**

Special Request/Subject to Approval by University Police Department (Explain Below). **Special Request:**

\_\_\_\_\_

**CHARGES IF APPLICABLE:** (Contact University Police Department)

Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_

**INSTRUCTION FOR BUILDING USE:**

Date(s)	Room(s) No.	Unlock	Lock

Date Received by  
University Police

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