



SECURITY AT STUDENT EVENTS

Estimated # of Attendees	0–100	101–200	201–500	501–1,000	1,001–2,000	2,001–3,000	3,000+
Lectures	0 Officers	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeant	For every 500 additional attendees, add 2 Officers
Fairs/Festivals	0 Officers	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeants	
Dances/Parties	Requires MSUPD Pre-Approval <i>(possibility of 1 Officer)</i>	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	5 Officers 1 Sergeants	
Live Concerts	Requires MSUPD Pre-Approval <i>(possibility of 1 Officer)</i>	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
Social Event Not Listed Above	Requires MSUPD Pre-Approval <i>(possibility of 1 Officer)</i>	1 Officer	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	6 Officers 2 Sergeants	
Events with Dignitaries or Other High-Security Risks <i>(high-profile speaker, political figures may also require individual police protection)</i>	1 Officer	1 Officer	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
5K Run/Walk <i>(with pre-approved route - all other routes will require further review)</i>	3 Officers						

ASSOCIATED COSTS:

\$55/hour per officer. For all events requiring security, organizers must meet with University Police prior to the event. Call 662.325.2121 to set up an appointment. Events not listed above that require the closure of streets must be reviewed directly with University Police to determine security needs.

TO APPLY FOR FUNDING:

With support from the Student Activity Fee, registered student organizations can request funds from the Student Association to cover security costs. To apply, follow the steps below:

1. Log into Cowbell Connect.
2. Open the tab on the left of the screen and click the wheel beside your organization name.
3. Choose the "Finance" tab.
4. Fill out a new budget request: click "create request" then select "new budget request" and choose "SA Appropriations."
5. For requesting security funds explicitly, add a line item under the category "Security," and describe the security requirements based upon the event type.
6. List the security costs based on the event type using the chart above.
7. Submit the form.

*Note: The appropriations committee reviews requests every two weeks. Please plan accordingly! Organizations will be notified as to the status of their requests.

IMPORTANT REMINDERS: Individual events determined to be high security risks will require additional police, and costs associated will be the responsibility of the sponsoring group. The number of officers providing security at events are assigned based on the actual number of people who are expected to attend the event. If the sponsoring group does not plan accordingly for the number of attendees who might actually show up to an event, the University Police reserves the right to turn attendees away in an effort to maintain a safe and secure environment. It is better to plan for more than not enough attendees due to how officers have to be scheduled for events in advance.

CANCELLATIONS: Events that are canceled without providing prior notification of at least 4 hours to University Police will still incur charges. **DO NOT** rely on canceling an event through Cowbell Connect as providing notification. Cancellations should be given by calling 662.325.2121. Simply notify the Dispatcher of your event name, location, and that University Police was supposed to provide security. They can in turn notify supervisors and officers of the cancellation. If your event is canceled and you do not notify University Police via phone, then the officer(s) will still report to the event as they are scheduled in advance and do not receive alerts through Cowbell Connect.