



Security Confirmation Form

Center / Property: _____

Type of Function: _____ Date of Function (Day of Week/Date): _____

Time of Function (start/finish): _____ # of Guests: _____ # of Adults: _____ # of Kids: _____

Will Alcohol Be Served? _____

Point of Contact: _____ Email: _____

Address: _____ City: _____ State: _____ ZIP: _____

Cell Phone: _____

Security Guidelines:

The cost of security is \$25.00 per hour with a 4 hour minimum. The D'iberville Police Department is the only security personnel authorized by the City to work in a security capacity at this Community Center / City Owned Property.

Please arrange for your security with DPD by calling Officer Knapp at (228) 297-4988 during normal business hours or email mknapp@diberville.ms.us. **It is the sole responsibility of the event host to obtain the security needed for the event.**

There is a required 4 hour minimum per officer to be present at an event. Officers must be paid in full for the minimum 4 hours they are scheduled to work regardless if the event runs less than 4 hours.

Please note that failure to acquire, pay for, or provide an adequate number of security personnel from the D'iberville Police Department prior to the event start time, as outlined above, will result in the immediate cancellation of the event and a full forfeiture of the event's security deposit.

Events requiring security include, but are not limited to:

- Events in which alcohol is served
- Teen functions (in which case, one security guard is required per every 25 teen guests)
- Any function in which the city or DPD deems it necessary for the safety and security of the guests and facilities

Renter Acknowledgment:

I acknowledge that I have read, understand, accept, and consent to adhere to the aforementioned Security Policies and Procedures for renting a Community Center.

Signature of Renter _____ Date: _____