|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fayetteville Technicial Community College** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **To:** | | **Department of Public Safety & Security** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **From:** | |  | | | | | **Phone Ext**.: | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | |  | | | | | **Event:** | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Subject:** | | **Request for Assistance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Request the following assistance from Public Safety: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A.** |  | | **RESERVED PARKING:** | | | |  | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | Parking Lot: | |  | | | | | | | Total Attendees: | | | | | | |  | | | | | | | | | | | | |
|  | | Arrival Time: | |  | | | | |  | Departure Time: | | | | |  | | | | | | | | | |
|  | | # of Reserved Spaces: | | |  | | | | | **Visitor Parking**  **Permits Requested:** | | | | | | | | | | |  | | | | | | | | | |
| **B.** |  | | **SCHOOL BUS ARRIVALS**: | | | | Name of School Attending: | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | # of Buses: | | | | |  | | | | | # of Students: | | | | | | | | | |  |  | | | | | | | |
|  | |  | | | | | | | | | |  |  | | | | | | | | | | | | | | | | |
|  | | School Bus Arrival : | | | | | |  | | | | Date: | | | |  | | | | | | | | Time: | | |  | | | |
|  | | School Bus Departure: | | | | | |  | | | | Date: | | | |  | | | | | | | | Time: | | |  | | | |
|  | | Parking Lot Drop Off Location: | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | |
|  | | **ALL BUSES MUST PARK IN LOT 5, AFTER DROP OFF IS COMPLETED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **C.** |  | | **EVENT SIGNAGE**: | | | | | | |  | | | | | | |  | | |  | | | | | | | | |  | |
|  | | Location of Event: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Time of Event | | | |  | | | | | |  |  | | | | | | | | | | | | | | | | |
|  | | # of signs: | | | | |  | | |  | | | | | | | | |  | | | | | | | | |
|  | | Type of Sign: | | | | | DPS Special Event Sign | | | | | | |  | | | | | | | | | | | | | | | | |
|  | |  | | | | | Requestor signage  (Please provide signs to DPS 24 hrs. in advance) | | | | | | | | | | | | | | | | | | | | | | | |

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|  |

**Additional Comments**  (Do not press Enter at the end of the line, just let the text wrap around to the next line)

**HOW TO SUBMIT: SUBMIT FORM TO** [**SECURITY@FAYTECHCC.EDU**](mailto:SECURITY@FAYTECHCC.EDU) **. PLEASE ALLOW UP TO 72 HOURS FOR CONFIRMATION EMAIL.**