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| **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** **. PLEASE ALLOW UP TO 72 HOURS FOR CONFIRMATION EMAIL.**