

Security for an event is required when:

- 1. Event involving juveniles; or
- 2. All events where alcohol is allowed; or
- 3. For-Profit events; or ALL juveniles starting at the age of 12 will require 2 officers.
- 4. For Non- Profit organizations that are having **PAID** Events will require security no exceptions.
- 5. Only events that WILL NOT require security will be **CHURCH** related events unless requested.

If security is required at your event, you must have **one Uniform Certified Officer for each 50 attendants.** The security officers are paid \$20.00 per hour and an additional hour of pay for all security officers is required for the post-event security. **THEY MUST BE PAID IN FULL WHEN REMAINING BALANCE IS PAID!!** In accordance with the Forrest City Civic Center Regulations, **security officers must be identified and verified by the FCPD a minimum of ten (10) business days prior to the event.** Security Officers pay rate is \$20.00 per hour. The Forrest City Police Department Administration is in charge of authorizing security officers for an event at the Civic Center. **Please contact the Forrest City Police Department at (870) 633-3434 for approval of security. The point of contact is currently Cassandra Applewhite with the Forrest City Police Department.**

Authorized Security Officers are:

- 1. Forrest City Police Department Police Officers
- 2. St. Francis County Sheriff’s Deputies
- 3. Arkansas State Police
- 4. Arkansas Game and Fish Officers
- 5. Arkansas Highway Police

Note: Reserve and/or Auxiliary Officers with the Forrest City Police Department and the St. Francis County Sheriff’s Department shall have a full-time certified officer working as security for direct supervision. They can not work the event without a full time certified officer present. The Reserve and/or Auxiliary Officers must wear the appropriate uniform while working security. Example: FCPD uniform or St. Francis County Sheriff’s Department uniform. An officer with an agency not listed, will not be authorized security unless they fall under the supervision of an agency listed above and are in proper uniform.

Security Officers will be paid for the event and one hour past the event. Security Officers will be required to stay one hour past the event to cover the exiting of attendants and will assist the Forrest City Police Department to make sure that pedestrians are not causing problems in the neighborhoods adjacent to the Civic Center property.

JUVENILE EVENTS:

All teenager events must be shut down one hour prior to the City Curfew.

Age 14 or Less:

Sunday through Thursday nights from 9:00 P.M. until 5:00 A.M.

Friday and Saturday nights from 11:00 P.M. until 5:00 A.M.

Age 15 to 17:

Sunday through Thursday nights from 10:00 P.M. until 5:00 A.M.

Friday and Saturday nights from 12:00 A.M. until 5:00 A.M.

CONTRACT:

Contract will be void if Security Officers are not approved by FCPD a minimum of ten business days prior to the event.

I certify that the following Security Officers have been approved and scheduled by the FCPD:	
#1 _____, #2 _____, #3 _____	
#4 _____, #5 _____, #6 _____	
_____ Signature (Renter)	_____ Signature (FCPD Official Representative) Cassandra Applewhite
_____ (Date)	_____ (Date)