

Our Lady of Lourdes Catholic Church

10114 Highway 6
Hitchcock, Texas 77563
Fax: (409) 925-5094
(409) 925-3579

Hitchcock Police Department Security Request

Date of Event: _____

Time of Event: _____ to _____

(All persons must vacate premises by 12:00 am)

Organization: _____

Name: _____

Cell Phone: _____

Type of Function: _____

Estimated number of guests: _____

Is alcohol permitted? Yes No

Number of officers required: _____ \$35.00 per hour for _____ hours = \$ _____

Minimum of four hours

Police Officer(s) Assigned:

Name: _____

Badge #: _____

Name: _____

Badge #: _____

Name: _____

Badge #: _____

Name: _____

Badge #: _____

Notice to the Renter:

The Police Officers act as independent contractors. Therefore you are required to compensate the officers at the established rate. If you pass the time of your scheduled event, you will be required at the event to compensate the officers for the extra hours at the established rate. Hours are not prorated.

Signature of Our Lady of Lourdes Representative

Signature of Hitchcock PD Chief Wilmon Smith

Date Signed

Date Signed

Officer's notes:

Our Lady of Lourdes Catholic Church

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To: Chief Wilmon Smith
Hitchcock Police Department

From: Paige Persad
Parish Secretary

Guidelines for security personnel during Madonna Hall rentals:

- Payment will be brought to the Hitchcock Police Department prior to the event.
- Please do not let anyone park on the grass or in areas that have been blocked off.
- Madonna Hall and the parking lot to the north of Madonna Hall are the only areas that are rented. No patrons or anyone at the event should occupy any other areas of the grounds, i.e., playground, basketball courts, parks, etc. Please keep all patrons in or near Madonna Hall.
- Meet with the person responsible for rental when you arrive.
- Discuss the ending time on the contract with the renter. Remind them that if the premises are not vacated by the ending time on the contract that an additional payment for extra hours worked will be due and payable **to the officers at the end of the evening**. Extra hours mean whole hours and are not prorated.
- Smoking is not allowed in any buildings on the premises.
- No alcohol is allowed on the premises if the rental is for a quince años, graduation party or any event where a majority of minors are present. In the event that alcohol is present at a function that has been designated as a NO ALCOHOL PERMITTED function, the police officers should immediately terminate the event. I will note on the security request form if alcohol is not permitted.
- Everyone must vacate the premises before midnight. All music, the serving of beverages and food should cease by not later than 11:30 p.m. to ensure that the premises are vacated before midnight. In some cases, the renter may need to be reminded of the time if you see the event continuing past 11:30 p.m. with no attempt to bring everything to an end.
- No B.Y.O.B. is allowed at any function. Please do not allow drinks to be taken out of or brought into the building. This will help to prevent persons from going to their vehicles to mix drinks. The police officers can immediately terminate the event if this occurs.
- When two officers are present, one should patrol inside the building and one should patrol outside.
- Make a note of any problems or incidents that occurred during the event (including if the event did not

end at the designated time, and the renter paid the officers on duty an additional fee). If there were no problems and the event ended on time, please note that, as well. Add these notes to the security request form and place in the parish office drop box.

I look forward to working with all of you at the Hitchcock Police Department.