

RUSSELL M. PRY COMMUNITY CENTER
 3857 MOGADORE RD
 MOGADORE, OHIO 44260

Security Request Form

Anyone using the Russell M. Pry Community Center where alcohol will be present **MUST complete this form and return it the Mogadore Municipal office immediately.** The Mogadore Police Department will then schedule an officer to be present during your function. There is a **three (3) hour minimum** for the officer. The current security fee is \$30.00 per hour (subject to change without notice), to be paid at the time the detail begins, either by check or cash. All security requests must be made in writing with as much advance notice as possible (20-calendar day minimum).

The party arranging/contracting for police security for a rental at the Russell M. Pry Community Center is responsible for canceling the police officer should they cancel their event/rental. **The police department cancellation will be made to 330-644-4404.** *Failure to the renter of the Russell M. Pry Community Center to cancel the contracted security in this manner will result in the renter being held responsible for a three (3) hour minimum fee for the police officer.*

Police officer has the right to deny extra rental time if permission is being requested on the rental night. Police officer leaves 1 hour after listed function end time – all clean up and entertainment must be done and packed up by this time. Latest available end time is 12:00 midnight.

(Please complete the form below and return to the Mogadore Municipal office)

Rental Date	
Name	
Address	
City/State/Zip	
Day Phone #	Night Phone #
Actual begin & end time of function	Total hours for function
½ hour before function, 1 hour clean-up time	1.5 hrs
Total Hours	
Total amount due (# of hrs x 30.00/hour)	\$

Signature	Date
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cc: Mogadore Police Dept.

Police Dept. copy sent on _____