

# RUSSELL M. PRY COMMUNITY CENTER

3857 Mogadore Road | Mogadore, OH 44260

## Security Request Form

Updated: 11/05/2023

Anyone using the Russell M. Pry Community Center where alcohol will be present **MUST complete this form and return it to the Mogadore Municipal Office immediately**. The Mogadore Police Department will then schedule an officer to be present during your event. There is a **three (3) hour minimum** for the police officer. The current security fee is \$42.00 per hour (subject to change without notice), to be paid at the time the detail begins, by cash or check. All security requests must be made in writing with as much advance notice as possible (minimum of 20 calendar days).

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 [jslayton@mogadorepolice.org](mailto:jslayton@mogadorepolice.org)**. *Failure of the renter 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.*

The police officer has the right to deny extra rental time if permission is being requested on the rental night. The police officer leaves 1 hour after the listed function end time – all cleanup and entertainment must be done and packed up by this time. The latest available end time is midnight.

**(Please complete and return this form to the Municipal Building at 135 S Cleveland Avenue)**

Event Date:	
Individual/Group Name:	
Street Address of Applicant:	
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 \$42.00/hour)	\$
Applicant Signature:	Today's Date:

cc: Mogadore Police Dept.

Police Dept. copy sent on: \_\_\_\_\_