

# UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS

## CAMPUS SAFETY

### PAY DUTY OFFICER APPLICATION FORM

Event date (one date per application form):

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Estimated number of event attendees:

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Number of pay duty officers required

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Time officers required (start to finish)

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Will alcohol be served at this event?

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Event location (room number and name):

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Event sponsor (group or department):

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Sponsor contact information (name and phone number):

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Internal groups only (cc and cfc)

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My signature below indicates that I am authorized by the sponsor group/department to incur charges to the group/department. I have read and understand that the applicable hourly rate for pay duty officer service is **\$74.25 plus HST per officer required**, with a 4 hour minimum charge per officer. I acknowledge that should extenuating circumstances arise surrounding this event, the sponsor group/department shall be responsible for all additional pay duty officer hours worked. I acknowledge that should the event be cancelled less than one hour prior to the scheduled start time or if the event concludes after less than 4 hours, a 4 hour minimum charge per officer will apply.

Signature:

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Date:

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