



# Morgan Hill Police Department

## OFFICER REQUEST FORM

<b>Event Name:</b>		<b>Application Date:</b>
<b>Organization Name:</b>		<b>Contact &amp; Phone Number:</b>
		<b>E-mail Address:</b>
<b>Organization Billing Address &amp; Telephone Number</b>		
<b>Event Location:</b>		
<b>Event Date:</b>	<b>Actual Event Time(s):</b>	<b>Contact Person &amp; Cell Phone Number on Date of Event:</b>
<b>Estimated Event Attendance Number: _____</b>	<b>Number of Officers Requested:</b>	<b>Time you'd like officers on site:</b>
<b>Additional Information:</b>		
<p><i>The applicant acknowledges that this request is granted upon the condition that the requesting party agrees to indemnify, save and hold harmless the City of Morgan Hill, its officers, employees and agents from any loss, expense, liability or damage which may arise by reason of any claim or action whatsoever arising from the activities of the requested personnel. The requesting party shall pay the costs of the Officers and equipment assigned pursuant to this request at the rates established by the City of Morgan Hill (minimum 2-hour charge). Police Officer assignments required for each event shall be determined by the Morgan Hill Police Department. <b>If Officers are cancelled for any reason with less than 96 hours' notice, applicant agrees to pay a two (2) hour minimum rate per Officer. Applicant is also responsible for transit time of officers to and from the Police Station to event. This time accounts for 1 hour added to total amount of time requested; a half an hour on each end. Applicant may also be held liable for any additional time or resources needed that may be directly linked to applicant's event. Such liability may include, but not be limited to administrative time for completion of reports or the calling in of additional personnel for activity directly linked to the event. Refer to MHPD Policy 1039 for details.</b></i></p>		
<b>Current Hourly Rates - Officers: \$170 to \$210    Patrol Car: \$40 / hour    Motorcycle: \$30 / hour</b>		
<b>Applicant Signature:</b>		<b>Title:</b>

Mail or email requests:

Morgan Hill Police Department  
C/o Special Events Planning Officer  
16200 Vineyard Blvd.  
Morgan Hill, CA 95037

Office: (408)776-7300

EMAIL: [MHPDspecialevents@morganhill.ca.gov](mailto:MHPDspecialevents@morganhill.ca.gov)