

Request for Temporary Adequate Security Measures

University of Kansas, Lawrence

Application process:

- 1. Applications must be received no less than 4 weeks prior to the event.**
- 2. Requestors will be provided notice of approval/disapproval in a timely manner.**
- 3. Appeal of a denied application may be made to the Chancellor (or designee) who has ultimate authority to determine the location and longevity of adequate security measures at the University.**

Requestor Information:

KU Administrator/Student Group Advisor Name: _____

Department/Student Group: _____

Address: _____

Phone Number: _____ E-mail: _____

Event Information:

Building: _____ Room: _____

Date: _____

ASM set up Time (at least one hour before doors open time): _____

Doors Open Time: _____

Start Time: _____

Ending Time (estimated): _____

ASM break down Time (up to one hour after audience has left): _____

Event type (lecture, concert, exhibition, etc.): _____

Expected Attendance: _____

What are the concerns with concealed carry of handguns at this event? What controversial issues will be discussed? What issues have occurred at other events of similar nature here or at other universities (please provide where/when/contact person information)? Use additional pages, if necessary.

Billing information:

Approved adequate security measures require reimbursement by the sponsoring department, or some other entity. An estimate will be provided prior to the event and an invoice will be sent upon its conclusion.

Send estimate and bill to:

Name: _____

Department: _____

Address: _____

Phone Number: _____ E-mail: _____

TO BE COMPLETED BY THE PUBLIC SAFETY OFFICE AND OFFICE OF THE PROVOST

Recommendation of the Director of Public Safety (or designee)

Approval Denial Reason for Denial: _____

Signature: _____ Date: _____

Recommendation of the Provost (or designee)

Approval Denial Reason for Denial: _____

Signature: _____ Date: _____

Copy of completed form to: Requestor

Office of Public Safety

General Counsel