



SECURITY PERSONNEL INSTRUCTIONS and TIME SHEET

1. Make sure that you complete the attached ***Security Personnel Time Sheet***.
2. **Important:** Security personnel are expected to do something productive at all times. Standing around and talking for long periods of time is not acceptable service.
3. Ensure you have been provided with copies of the *PRTWC Rental Contract* and the *PRTWC Contract Confirmation* and are familiar with all items noted in the *Contract*, particularly the end time of the event, all your responsibilities and those of the Renter.
4. Do not allow more than 200 guests into the building or patio area. Refer to the instructions regarding overflow of guests in Section 2.1. of the *Contract*.
5. Monitor the decibels of the entertainment/music using a free downloadable Decibel Monitoring app on your phone. The event *Contract* (Section 2.3 b) notes the maximum decibels allowed.
6. Be courteous at all times with Host and guests, especially if needing to enforce any *Contract* violation. If a guest is in violation, always make sure the Host/Renter is aware of the situation and included in the resolution.
7. Check the parking lot often to prevent alcohol and drug consumption and/or sales.
8. If fighting occurs or weapons are present immediately call the police.
9. **Ensure that the event ends at the time noted on the contract.** You may need to remind the host at the beginning of the event and closer to the end time. No additional payment will be made if you have to stay beyond the contracted time.
10. At the end of the evening:
 - Do not leave until all guests have left the building and parking lot.
 - Complete the *Security Personnel Time Sheet* and **leave on the lobby table**.

SECURITY PERSONNEL TIME RECORD



Start Time on Contract

End Time on Contract

Event Date

Security Guard #1 - Printed Name

Actual Start Time

Actual End Time

Security Guard #1 – Signature

Security Guard #2 - Printed Name

Actual Start Time

Actual End Time

Security Guard #2 – Signature