



## Security Request Form

Costley Mill Park – 2455 Costley Mill Road, Conyers, GA 30013 (770) 278-7282 / (770) 278-7225

[marilu.montalvo@rockdalecountyga.gov](mailto:marilu.montalvo@rockdalecountyga.gov) / [thermice.bevelle@rockdalecountyga.gov](mailto:thermice.bevelle@rockdalecountyga.gov)

Security officers are required for all events where alcohol will be served as well as private events with more than 55 people. Complete the top portion of this form then submit to Lieutenant Marleen Smith at the Rockdale County Sheriff's Office to ensure security officers can be arranged. The Sheriff's Office will determine the number of deputies needed based on the size of the event.

Renter must return form to Costley Mill Park at least 30 days prior to the event.

Renter's Name/Name of Event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Reservation is from the time of \_\_\_\_\_ AM/PM until the time of \_\_\_\_\_ AM/PM

Arrival time of guests: \_\_\_\_\_ Departure time of guests: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Security notes: (please provide any pertinent information for officers) \_\_\_\_\_

**Security Officer Policy:** The cost for having security officers at a private event is the responsibility of the renter/group holding the event. Deputies must be paid upon arrival.

**Pay Rate:** \$35 per hour for each deputy

Please indicate if deputies will be paid by cash or check \_\_\_\_\_

\_\_\_\_\_  
Renter's Printed Name

\_\_\_\_\_  
Renter's Signature

Submit form to: Lieutenant Marleen Smith, 911 Chambers Drive / [marleen.smith@rockdalecountyga.gov](mailto:marleen.smith@rockdalecountyga.gov)

For Rockdale County Sheriff's Office Use Only

### Hours for deputies are based on arrival and departure time of guests.

Number of deputies assigned: \_\_\_\_\_

Arrival time of deputies: \_\_\_\_\_ (arrival time is 15 minutes prior to guests arriving)

Departure time of deputies: \_\_\_\_\_ (departure time is 15 minutes after guests leave)

RCSO Signature/Authorized By:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Events with less than 55 people do not require a security officer.**