



Rhode Island School of Design
Department of Public Safety

Defenders of the Arts

Campus Address: 30 Waterman Street (South Hall)
 Mailing Address: 2 College Street • Providence, RI 02903
 24-Hour Dispatch: 401/454.6376 • Fax: 401/454.6388
 EMERGENCY: 401/454.6666
 pubsafe@risd.edu

Detail Request Form

RISD Public Safety, Providence Police, Providence Fire

Requested by

Department

Phone Email

Non-RISD, please provide billing address

Number of Officers Needed RISD Public Safety Providence Police Providence Fire

Number of Officers posted is at the discretion of the Director of Public Safety and requirements imposed by state and local law.

Event Name

Event Description

Location On-Campus
 Off-Campus

Date/Day Time (start/end)

Date/Day Time (start/end)

Date/Day Time (start/end)

Date/Day Time (start/end)

Please list the actual time of your event. Officers are posted one half hour before and after the actual event times. If you require Officers to be present for a longer duration please note such in the Event Description.

Approx. number of people attending Is event RISD only or open to the public? RISD Only Public

Will tickets be sold? Yes No Ticket Cost

Account number to be billed

Authorized signature _____ Date _____

Please email this form to pubsafe@risd.edu or fax it to the Department of Public Safety at 401 454-6388. Please contact Lt. Antone Souza at 401 277-4907 (asouza@risd.edu) or Director of Public Safety, Normand Gamache at 401 454-6371(ngamache@risd.edu) to review specific details about your event.