

One BriarLake Plaza

ADDITIONAL SECURITY GUARD COVERAGE REQUEST FORM

One BriarLake Plaza provides a security guard on-site 24 hours a day seven days a week and a dock guard from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding building holidays.

Additional security coverage is available as needed. Additional security guard requested after these hours is to be considered **overtime** and the tenants will be charged an approximate rate of **\$25.00 per hour plus tax and administrative fee, with a *minimum of four (4) hours***. Any customer requesting an additional security guard must complete and sign this form.

ADDITIONAL SECURITY GUARD:

CUSTOMER: _____

SUITE NUMBER: _____

DATE SECURITY GUARD IS NEEDED: _____

ACTIVITY: _____

TIME SECURITY GUARD IS NEEDED:

FROM: _____ AM / PM

TO: _____ AM / PM

AUTHORIZED SIGNATURE: _____

DATE: _____

Please return this form to the Property Management office, Suite 1275, before 2:00 p.m. on weekdays and before 2:00 p.m. on Friday for weekend the day before additional security guard is needed.