McGill Security Services – Agent Booking Policy

Security Services provides agent coverage on McGill property during events, construction, licensed liquor events, short- and long-term University building projects, special departmental events that require VIP security, crowd and traffic control and more. The following policy applies to security agent booking for all types of events; please note that additional Security Services involvement may be required in the planning stages of large-scale events or events with alcohol permits.

For additional information about planning events on campus, refer to the Campus and Space Planning page on External Events.

1. All requests for the services of a security agent must be made via the "Request for Security Agent" form available on this website.

2. All new requests or requests to reschedule previously booked agents require a minimum notice of twelve (12) business hours. With regards to weekend bookings or changes, notification must be received by 8h30 a.m. on Friday (Thursday during the summer). With respect to holiday bookings, notification must be received by 8h30 a.m. the working day prior. A minimum four (4) hour charge will apply to every agent request.

3. Requests for security agent bookings that are not received within the prescribed deadlines will incur a penalty fee of $100 or may not be accepted. Cancellations received with less than twelve (12) business hours’ notice from the original start time of the request will incur a penalty fee of $100.

4. All requests, cancellations and alterations must be sent via the "Request for Security Agent" form.

5. With all requests, precise information is required as to the location, start and end time of the shift. If the agent will be accompanying a contractor, the name and phone number of the on-site contact person together with a description of the work being done is also required. In all cases, directives for the security agent should be included in the space provided.

6. Please note that requests for security agents for events or construction/renovation work in
McGill buildings or rooms cannot be accepted unless written authorization has been received from the Building Director. If a security agent must be hired at the last minute to accompany contractors, the contractors will be required to wait outside the building until a security agent arrives. Security Services will not provide another agent in the interim to accompany the workers until the hired security agent arrives.

7. Travel time surcharge: Please note that there is a 30 minute surcharge added to every request to account for travel time between our office and to and from the work site. A 60 minute surcharge applies to more distant locations off campus. The surcharge does not apply if the total billing is four (4) hours or less.

8. Effective May 1, 2017 the hourly rate for a security agent will be $30.00. The hourly rate for a security agent for non-McGill events will be $37.60. These rates will be increased if the event or construction/renovation project requires the agents to work overtime or holidays. These rates will also be increased for specially certified agents example ASP (Health & Safety on construction site) agents or Construction Flagman agents (Vehicular and Pedestrian Traffic Control).

9. A dedicated security agent is not necessarily required at all events, as long as the academic activities within the adjacent buildings are respected, and there are no conflicts with the safety codes related to entering/exiting of the buildings. For these types of events, organizers can still contact Security Services at 514-398-3000 if assistance is required. For large-capacity events or events serving alcohol, additional security agents may be needed at the organizer’s expense. The amount of security coverage deemed necessary will be determined the Special Events Administrator, based on factors including: number of

10. The top priority of security agents is ensuring that events happen safely and that regulations are being followed. Tasks include but are not limited to: monitoring activities to maintain order, identifying and preventing potentially hazardous situations and responding to attendees who may require immediate assistance.

11. Unless otherwise requested, uniformed personnel will be clearly identified as staff of McGill Security Services.