



WILLOW PASS
• C E N T E R •



Approved Security Guard Companies

The following companies have registered with the City of Concord Police Department and been approved by the facility.

Admiral Security Services

(888) 471-1128 ext. 106

admiralsecurityservices.com

servicerequest@admiralsecurityservices.com

American Security Agency

(925) 482-5127

hsasa777@aol.com

Guardian Security Agency

(925) 356-3034

<http://guardiansecurityagency.com>

gsa@guardiansecurity.com

Security Enforcement Alliance

(855) 812-1732

www.securityea.net

info@security.com

Security Company Policies and Procedures

Violations of the following security requirements may result in immediate termination of your event and may result in forfeiture of some or all of your damage deposit. Refunds will not be given for unused time.

Security Company Requirements:

- A. Provide Facility with a copy of the security contract at least 30 days prior to the event.
 - 1. The contract must clearly state the cost and the hours the guards are scheduled to be present.
- B. Security staff must be in uniform.
- C. Security staff must act and look professional at all times.
- D. The required number of guards must be on time as per the contract on file with the facility. Security must remain on the premises the entire time; to the end of contracted time with the renter.
- E. Security Companies are not allowed to modify hours of contract without approval of the facility.
- F. Security Companies must comply with all requirements set forth in Sections 54-81 through 54-188 of the Concord Municipal Code

The Security Company, during your event, must:

- A. Check in with you, the renter, and the Facility Representative on duty.
 - 1. Notify you and the Facility Representative of guard placement
 - 2. Inform you and the Facility Representative of their job duties
- B. Monitor all entrances and exits:
 - 1. Watch for & remove
 - a) Uninvited guests
 - b) Intoxicated guests
 - c) Drugs
 - d) Weapons
 - 2. Enforce the maximum capacity for your event as stated on the Rental Contract
- C. Constantly during the event:
 - 1. Walk through building and check
 - a) Hallways
 - b) Bathrooms
 - c) Areas of building not being used
 - 2. Monitor outside areas surrounding building
 - 3. Monitor Parking lots
 - 4. Do not allow drinking or loitering outside the facility
- D. Work with City staff to ensure the safety of all patrons by:
 - 1. Communicating issues and concerns to you, the renter, and the Facility Representative.
 - 2. Making sure facility and surrounding areas are safe
- E. City staff must be notified in the event police need to be called