

AFTER-HOURS SECURITY COSTS

BGS allows use of State facilities outside normal business hours where there is an existing BGS Security presence and BGS Security has adequate staffing to accommodate the request. Facilities for which BGS Security has an existing presence are those located in the Montpelier Capital Complex, in Berlin, and at the Waterbury State Office Complex.

Normal business hours are Monday through Friday, 7:45 AM to 4:30 PM.

Requests for use of State facilities outside normal business hours where BGS Security does not have an existing presence will be considered on request-by-request basis.

After-Hours Security Cost Calculation and Billing

- BGS Security will be notified of any meetings or events held outside normal business hours. They will plan for a security presence to let people into the building, and they will secure the building following the meeting.
- Security Cost Calculation:
 - There is no charge for security during normal business hours.
 - For BGS Security services provided outside of normal business hours, the organization using the facility is billed at \$42 per hour.
 - The number of hours is calculated one hour before the event begins and one hour after the event is scheduled to end.
 - Example 1: For a weekday meeting held from 4:00 PM to 9:00 PM, the cost is based on the 5.5 hours beginning at the end of the normal business day and extending one hour beyond the meeting end time (4:30 PM to 10:00 PM). The calculation is 5.5 hours x \$42/hour = \$231.
 - Example 2: For a Saturday event held from 10:00 AM to 3:00 PM, the cost is based on the 7.0 hours beginning one hour before the event begins and extending to one hour after the event ends (9:00 AM to 4:00 PM). The calculation is 7.0 hours x \$42/hour = \$294.
- For State employees, the requestor's Customer Code (e.g., BGS02) is required to bill for security services. For members of the public, the requestor's billing address is required.