

# Event Parking Request Form

California University of Pennsylvania

Department of Parking and Transportation

Manderino Library 123

(724) 938-4677

<b>Request Date:</b>		<b>*Requestor</b>		<b>*Contact Name:</b> <small>Person who can be reached the day of the event.</small>	
<b>*Department/Organization:</b>			<b>*Phone:</b>		<b>*Email:</b>
<b>*Cost Center:</b> <small>Requested permits for lots other than the garage will be charged a flat rate of \$5 per permit per DAY requested usage. Example: 10 permit's for Weds. All semester \$5 x 10 (# of permits requested) x 14 weeks =\$700.00.</small>		<b>*Event Title:</b>			
<b>*Event Date:</b>		<b>*Request:</b>			
<b>*Start Time:</b>		<b>*Parking Resources:</b> _____ Temp. Permits , _____ Electronic Permit <b>Directional Signage to parking:</b> <b>Traffic Control:</b> <b>*Will you be charging for this Event?</b> _____Y _____N <b>Type of Event Check one:</b> _____ Student, _____ Department, _____ Community, _____ Recruitment _____ Organization/Association <b>Will you be mailing information in advance of this event? Date of Mailing:</b> _____ <b>Do you need an electronic copy of the parking map?</b> ___Y ___N			
<b>*End Time:</b>					
<b>*Event Location(s):</b>				<b>*Estimated Number of vehicles or estimated number of attendees.</b>	

\* Indicates Required Field. Department reserves the right to request for assistance with traffic control by hosting organization.

**\*Incomplete Forms will be returned for completion.**

**OFFICE  
USE ONLY**

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Solution: \_\_\_\_\_

Approval: \_\_\_\_\_

Director of Parking and Transportation

**Please submit your request at least 3 weeks in advance.**

**Note: Maximum height for Garage parking is 8'2"**