

## Parking Arrangements for Special Events

Parking & Transportation Services: T-1400  
 Phone: (657) 278-3082 Fax: (657) 278-4533  
 Email: [parkingrequest@fullerton.edu](mailto:parkingrequest@fullerton.edu)

**NAME OF THE EVENT:**

**LOCATION:**

**DATE(S):**

**DAY(S) OF THE WEEK:**

**EVENT BEGINS:**

**EVENT ENDS:**

**CAMPUS DEPARTMENT SPONSORING THE EVENT:**

**CONTACT PERSON:**

**PHONE NUMBER / EXT:**

**FAX NUMBER:**

**EMAIL ADDRESS:**

**FUND NUMBER:**

**DEPARTMENT NUMBER: /OR**

**FOUNDATION PO #:**

- Estimate number of people attending event:

- Are reserved spaces with signage for V.I.P guests required?  Yes  No  
(Indicate name(s) & number of spaces below in additional notes section)

- Will you require parking permits in advance?  Yes  No  
(All permit requests are made through PRO)

- Will you require permits to be sold at your event?  Yes  No  
(Cost to guest \$8.00 per vehicle)

- Would you require a parking attendant to issue permits at the event?  Yes  No  
(The department will be bill)

- What time do you require attendant(s) to be on site?  Start Time  End Time

- Please verify number of hours and attendant(s) needed.  # of hrs  # of attendants  Estimated charges  
(2 hour minimum per attendant see below)

- Will you need signage?  Yes  No  
(additional charges will be assessed)

- Number of parking spaces needed?
- Will you need to reserve a parking lot?  Yes  No  
(based on availability)

Additional Notes About Your Event:

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:**

**Please Note:**

You will receive confirmation of your event once the event details have been finalized. Please call (657) 278-3082 or email [parkingrequest@fullerton.edu](mailto:parkingrequest@fullerton.edu) if you have any questions.

**OFFICE USE ONLY**

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Parking Service Officers Assigned		Time
Parking Officers Assigned		Time

**APPROVED BY:**  **DATE:**