

Parking Arrangements for Special Events

Parking & Transportation Services: T-1400
 Phone: (657) 278-4525 Fax: (657) 278-1459
 Email: aprince@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:

DEPARTMENT NUMBER:

FUND 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:** Parking arrangements for your event will not be considered approved until you have received written confirmation from Tony Prince. If you do not receive confirmation within two business days, please contact Tony at 657-278-4525 or via email at aprince@fullerton.edu. When faxing your document, please use this fax number only: (657) 278-1459.

Minimum of 2 hours required per parking attendant (PSO). Fee: \$15 per attendant per hour. Minimum \$30 for signage; full-time Parking Officers will be billed at the full-time hourly rate.

Form must be completely filled out and sent to Parking Office before request is processed!

OFFICE USE ONLY

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Parking Service Officer's Assigned		Time
Parking Officer's Assigned		Time

APPROVED BY: **DATE:**