

Special Event Parking Services Notification

Required if event is outside normal parking garage operating hours or if over 100 off-campus persons will be attending.
All parking needs are at a fee designated by Parking Services.

Event Location: UC Rose Thea. Alumni Mall Plaza Campus Rec

Event : _____

Event Date: _____ Start & End Time: _____

Time Garage needs to open : _____ Estimated Attendance: _____

Contact Person: _____ Phone & Fax _____ / _____

Sponsoring Organization: _____

Names of persons needing to use the loading dock
(This is for loading and unloading only, not event parking)

Time they will be arriving

Organization Advisor / Dept. Chair/ Financially Responsible Official

Name : _____
(Please Print)

Signature: _____

Phone #: _____ Fax # _____

Parking Services Confirmation

Phone

For further information about parking needs please contact Parking Services (901) 678-2212