

Parking Arrangements for Special Events

Parking & Transportation Services: T-1400
 Phone: (714) 278-4525 Fax: (714) 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:**

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 \$5.00 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?