



# Event Parking Request Form

All requests must be scheduled and confirmed seven (7) business days in advance.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Department \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Number \_\_\_\_\_

Event Location \_\_\_\_\_ Parking Lot and/or Street Requested \_\_\_\_\_

Number of Spaces \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Attendants Needed  Yes  No      Attendant Start Time \_\_\_\_\_ Attendant End Time \_\_\_\_\_

### Event Parking Policies and Procedures

1. All requested areas will be blocked on the day of the event, Monday through Friday only. We cannot guarantee all areas will be available.
2. Parking Services reserves the right to open any unused spaces one (1) hour after scheduled event start time on the request form.
3. To accommodate students, faculty, staff, and administrators, events held after 4:00 p.m. will not have spaces blocked until 4:00 p.m.
4. Departments may use their own attendants when approved by Parking Services.

### Event Setup and Attendant Fees

Attendant (two-hour minimum required) .....	\$25/hour
Supervisor – May be required at the discretion of Parking Services .....	\$30/hour
Setup.....	\$20/hour
Equipment.....	\$5 each

Estimated Charges..... \$ \_\_\_\_\_

Signature of Requester \_\_\_\_\_

Email \_\_\_\_\_

Dean’s Signature (Required when blocking white decal lots) \_\_\_\_\_

Email \_\_\_\_\_

Submit completed form to Parking and Transportation Services at [pcitations@mtsu.edu](mailto:pcitations@mtsu.edu).

Note: Any changes to original request for service must be emailed to [pcitations@mtsu.edu](mailto:pcitations@mtsu.edu) within a 48-hour time period prior to the event, or charges may be assessed.

**For Office Use:** Notes \_\_\_\_\_

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