



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. 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. Late fee of \$25 assessed if event parking approved by Administration past the 7 day minimum.
4. Departments may use their own attendants when approved by Parking Services.
5. Parking and Transportation Services has the authority to approve or deny reserving spaces for weekend events.

Event Setup and Attendant Fees

Attendant (two-hour minimum required)..... \$25/hour x _____ = _____

Supervisor—May be required at the discretion of Parking Services \$30/hour x _____ = _____

Setup \$20/hour x _____ = _____

Equipment..... \$5 each x _____ = _____

Miscellaneous..... \$ _____ x _____ = _____

Estimated Charges (to be completed by Parking and Transportation Services)..... \$ _____

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.

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

For Office Use: Notes _____
