

# 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 \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

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

**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.
5. A Parking Services supervisor may be required at the discretion of Parking Services.

**Event Setup and Attendant Fees**

Attendant (two-hour minimum required) .....	\$20/hour
Supervisor .....	\$25/hour
Setup.....	\$20/hour
Sawhorses .....	\$5 each
5-7 spaces=2 sawhorses; 8-10 spaces=3 sawhorses; 11-15 spaces=4 sawhorses*	

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:** Attendants \_\_\_\_\_

Times Requested \_\_\_\_\_ Supervisor  Yes  No

\*Depending on location, additional sawhorses may apply.