CAL STATE LA

PARKING & TRANSPORTATION SERVICES

Clear Form

Event Parking Request

The Event Parking Request Form must be submitted to Parking Services **14 calendar days** prior to the date of the event.

For a complete list of Parking Event requirements please view Event Parking Guidelines.

Please complete this form and submit via email to **parking@calstatela.edu**

Event Name					Date of Request
Department or Sponsor			Contact Person		Extension
Start Date of Event	End Date of Event	Begin Time	End Time	Location of Event	
Number of Attendees	Parking Staffing Requested Yes ☐ Time to No ☐		Number of Permits*	Desired Parking Lot	
Dept will distribute permits Yes ☐ No ☐	Parking Waiver requested? Yes ☐ No ☐	College or Division	Charge Back Acct Number Dept Fund / Dept ID / Program / Project 660951- - - -		
Funded by;	☐ UAS	☐ USU	☐ ASI	☐ Foundation	☐ Alumni ☐ Campus

Signage

Sign Type and cost per sign*	Quantity	Sign Text Note: Please be specific. All signs subject to review.
Black/White $15		
Color logo only $18		
Complete color $20		
Electronic Marquee $20 (displayed 1-7days as requested)		

Special Description or Notes:

Guests: A Guest List with Full Name and Email is requires on a separate Excel spreadsheet.
The email provided will be used to send the link to obtain a virtual permit for the event.

Right to Charge for Traffic Control Services

The Event Parking Coordinator may assign signage and/or staff support based on the scope of the event. The event host will be responsible for all associated costs to maintain safe and accessible parking for guests.

Parking Services will send you a confirmation of receipt of form within three business days. You may also be contacted regarding questions about this form.

For questions please call (323)343-3704

***Unaffiliated events subject to the 10% Parking Occupancy Tax.**

***An 8.5% administrative fee will be added to the total cost**

*Department of Public Safety/Welcome Center

5151 State University Dr. Los Angeles, CA 90032-8560

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