



**Special Event Parking Request**

\_\_\_\_\_ Type of Function \_\_\_\_\_

\_\_\_\_\_ Date of Function \_\_\_\_\_ Location \_\_\_\_\_ Beginning time \_\_\_\_\_ Ending Time \_\_\_\_\_

\_\_\_\_\_ Name of RSU person responsible for logistics \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_  
(This person must be physically present the day of the scheduled event)

\_\_\_\_\_ Name of non-RSU event coordinator \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Statement of why reserved parking is necessary for your event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of: Private Vehicles \_\_\_\_\_ Vans \_\_\_\_\_ Buses \_\_\_\_\_  
Note: actual usage, if significantly different from request, may affect future requests.

\_\_\_\_\_ Specific parking lot you are requesting \_\_\_\_\_ Number of spaces requested \_\_\_\_\_

How many faculty \_\_\_\_\_ staff \_\_\_\_\_ student workers \_\_\_\_\_ will your department be providing to greet or direct parking?

Will you require Campus Police in addition to what you are providing yes \_\_\_\_\_ no \_\_\_\_\_, and how many \_\_\_\_\_ are you requesting, if available?

\_\_\_\_\_ Name of person requesting \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Signature of person requesting \_\_\_\_\_ Signature of Department Head \_\_\_\_\_

**Approved**                      **Disapproved**                      **Modified**

\_\_\_\_\_ Signature of Vice President \_\_\_\_\_ Signature of President \_\_\_\_\_

- Note: If approved, you must:
- #1. Coordinate the printing of signs with the print shop.
  - #2. Send copy to Chief of Campus Police.
  - #3. Coordinate the placing of signs with the Physical Plant.
  - #4. Send out highlighted maps with route and lot location to event participants.