

## Parking Arrangements for Special Events

Parking & Transportation Services: T-1400  
Phone: (657) 278-3242 Fax: (657) 278-1179  
Email: [mefrazier@fullerton.edu](mailto:mefrazier@fullerton.edu)

NAME OF THE EVENT:

LOCATION:

DATE(S):

DAY(S) OF THE WEEK:

EVENT BEGINS:

EVENT ENDS:

CAMPUS DEPARTMENT SPONSORING THE EVENT:

CONTACT PERSON:

PHONE NUMBER / EXT:

FAX NUMBER:

EMAIL ADDRESS:

DEPARTMENT NUMBER:

FUND NUMBER:

/OR

FOUNDATION PO #:

- Estimate number of people attending event:

- Are reserved spaces with signage for V.I.P guests required? ☐ Yes ☐ No

(Indicate name(s) & number of spaces below in additional notes section)

- Will you require parking permits in advance? ☐ Yes ☐ No

(All permit requests are made through PRO)

- Will you require permits to be sold at your event? ☐ Yes ☐ No

(Cost to guest \$8.00 per vehicle)

- Would you require a parking attendant to issue permits at the event? ☐ Yes ☐ No

(The department will be bill)

- What time do you require attendant(s) to be on site?

Start Time

End Time

- Please verify number of hours and attendant(s) needed.

(2 hour minimum per attendant see below)

# of hrs

# of attendants

Estimated charges

- Will you need signage? ☐ Yes ☐ No

(additional charges will be assessed)

- Number of parking spaces needed?

- Will you need to reserve a parking lot?  
(based on availability) ☐ Yes ☐ No

Additional Notes About Your Event:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**\*Please Note:** Parking arrangements for your event will not be considered approved until you have received written confirmation from Mary Ellen Frazier. If you do not receive confirmation within two business days, please contact Mary Ellen at (657) 278-3242 or via email at [mefrazier@fullerton.edu](mailto:mefrazier@fullerton.edu). When faxing your document, please use this fax number only: (657) 278-1179.

Minimum of 2 hours required per parking attendant (PSO). Fee: \$15 per attendant per hour. Minimum \$30 for signage; full-time Parking Officers will be billed at the full-time hourly rate.

**Form must be completely filled out and sent to Parking Office before request is processed!**

OFFICE USE ONLY

OFFICE USE ONLY

Parking Service Officers Assigned		Time
Parking Officers Assigned		Time

APPROVED BY:

DATE:

CALIFORNIA STATE UNIVERSITY, FULLERTON

P.O. Box 6808, Fullerton, CA 92834-6808