



**University Police Department
Transportation and Parking Services**

Event Parking Request

1. **Name of Event:** _____
(The title of your parking event should coincide with the description your guests mention on the day of the event)
2. **Date and Time of event:** _____
3. **Location event is being held:** _____
4. **Approximate number of guests expected:** _____
5. **Contact name:** _____
6. **Department:** _____
7. **Phone number:** _____
8. **Campus zip or address:** _____
9. **Parking lots requested:** _____

- The parking lot(s) listed above have been acknowledged for use for the event, hours and dates listed only.
- This does not reserve any parking lot or stall for this event.
- This does not guarantee parking for this event will be available.
- This allows the event guests to park without a campus issued parking decal in the designated areas only.
- Parking for this event is restricted to the parking lots or areas designated. If these areas are full the event guests will need to find parking on the street as parking for the CSU, Chico campus is very limited.
- This does not exempt the event guests from parking in a legal manner: within a designated stall, avoiding posted reserved stalls and no parking areas, etc.
- If a guest vehicle is not parked in the appropriate manner a citation may be issued, even though the parking lot has been designated for the event use.
- Those with campus issued parking decals can not be turned away or denied parking in these designated lots or areas.
- Parking is on a first come-first serve basis. Invited guests should be encouraged to arrive early.
- It is the responsibility of the requesting department to relay all parking information to their invited event guests.

Return completed form to: Lesley Curry, UPD Parking, zip 133

UPD Authorized Signature

Date