

## CAMPUS EVENT PARKING REQUEST

Please complete each line on the request form and submit to Parking Services *at least one week prior* to the event. Requests can be emailed to parking@unmc.edu (preferred), campus mailed to Zip 5001, or faxed to 559-3500. If you have any questions, or need any additional information regarding parking, please contact Parking Services at 559-8580.

**Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ am/pm      **End Time:** \_\_\_\_\_ am/pm

**Approximate # of motorists needing to park:** \_\_\_\_\_

**Type(s) of guests:** (students, employees, off-site visitors, elderly/handicapped)

\_\_\_\_\_  
\_\_\_\_\_

**Additional needs:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

\*\*Upon review of your request, Parking Services will contact you with information for the guests to park during the event. \*\*

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\*\*\*\*FOR PARKING DEPARTMENT USE ONLY\*\*\*\*

Designated Lot: \_\_\_\_\_ Added to calendar: \_\_\_\_\_ Notified Contact: \_\_\_\_\_