



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. **

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

Designated Lot: _____ Added to calendar: _____ Notified Contact: _____