



# Event Parking Request Form

All requests must be scheduled and confirmed seven (7) business days in advance.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Department \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Event Location \_\_\_\_\_

Location Requested \_\_\_\_\_ Number of Spaces \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

*Attendants REQUIRED for all events reserving ten (10) or more spaces.  
Parking and Transportation Services will supply attendants.*

### Event Parking Policies and Procedures

1. All requested areas will be blocked no later than 6:00 a.m. on the day of the event, Monday through Friday only. We cannot guarantee all areas will be available.
2. A maximum of 15 spaces will be blocked for each event.
3. All unused spaces will be removed one (1) hour after scheduled arrival time on the request form.
4. To accommodate students, faculty, staff, and administrators, events held after 4:30 p.m. will not have spaces blocked until 4:30 p.m..
5. Departments cannot use their own attendants.
6. All event parking will be in visitor or green decal lots.

### Event Setup and Attendant Fees

Attendant (two-hour minimum required) .....	\$20/hour
Supervisor (only required for large events).....	\$25/hour
Setup.....	\$20/hour
Sawhorses.....	\$5 each

5-7 spaces=2 sawhorses; 8-10 spaces=3 sawhorses; 11-15 spaces=4 sawhorses\*

Signature of Requester \_\_\_\_\_

Dean's Signature (when required) \_\_\_\_\_

Submit completed form to *Parking and Transportation Services*  
*MTSU Box 147*  
*Middle Tennessee State University*  
*Murfreesboro, TN 37132*  
*Fax: (615) 904-8109*

\*Depending on location, additional sawhorses may apply.