



*To accommodate notification and preparation, this request should be submitted two weeks in advance.
A \$25 rush fee may be added on requests made less than two weeks prior to your event.

If you do not receive confirmation for your request within 48 hours of the event, please contact Parking Services.

Contact Information

Department Name: _____ Email: _____
 Department Contact: _____ Phone Number: _____

Billing Information

Org/Fund to be billed for this service: _____ Notes: _____
Org. Fund
 Org/Fund to be billed for this service: _____ Notes: _____
Org. Fund
 Coupon Code: _____ Coupon Name: _____

Event Information

Event: _____
 Number of Attendees (estimated): _____ Is there an admission charge? Yes No
 Is it necessary to exclusively reserve the lot? Yes No Is the event open to the public? Yes No

Note: Exclusive reservations may require the use of parking attendants to direct traffic and coning off the lot specifically for your event. An additional fee may be required for this service.

Parking Accommodations Information (for lot locations see next page):

Date: _____	Start time: _____	End time: _____	Lot: _____
Date: _____	Start time: _____	End time: _____	Lot: _____
Date: _____	Start time: _____	End time: _____	Lot: _____
Date: _____	Start time: _____	End time: _____	Lot: _____
Date: _____	Start time: _____	End time: _____	Lot: _____

The Department holding the event will be responsible for notifying the University community of special event parking arrangements. Please do not post any signs on the Pay 'n Park machines.

Upon Approval, Parking Services will take action to accommodate parking in the designated lots for the time period requested.

If you do not receive confirmation of your request within 48 hours of the event, please contact our office.

Questions? Contact (907) 786-1121 between 7:00 am-3:00 pm or (907) 786-7751 between 12:00 pm-8:00 pm.

If form will not email correctly, please print and email to uaa_park2@uaa.alaska.edu or drop off at the Parking Services office located at 3800 University Lake Drive, Suite 102, in the ULA Building.

Office Use Only

Approval: _____ Date: _____



Special Event Parking Request Lot Map

