

Parking Permit/Shuttle Request Form

General guidelines (2002-2003 Academic Year) for requesting Parking Permits/Shuttle service for special events on campus, **Please Read and Sign:**

- 1) All requests must be filed with the Department of Public Safety no later than 10 business days prior to the start of the event. An additional charge of \$100.00 will be assessed for requests not submitted at least 10 business days prior to the event.
- 2) A “No Cite” reservation can be made for parking lots at a rate of \$300.00 per parking lot. A “No Cite” means that any cars parked in the designated parking lot during the specified times of the event will not be cited/ticketed. This does not guarantee that the parking lot will be empty and does not prohibit persons not attending the event from parking in the reserved lot.
- 3) Requested permits are priced at \$6.00 each, and allows the guest/guests to park in designated parking lots. Permits are required to park on campus and do not guarantee a parking space. If a parking space needs to be guaranteed, it can be blocked off for a fee of \$12.00 a parking space.
- 4) If there are left over parking permits from an event, a fee of \$3.00 per permit will be assessed.
- 5) If it is necessary to have an attendant at one of the gates/information booths or parking lots, there will be a charge of \$15.00 an hour per attendant. A minimum of two hours is required and must begin at least one-half hour prior to the event and end at least one-half hour after the event.
- 6) If you require the shuttle to be in service during the event, there is a fee of \$50.00 per hour. If the shuttle service is needed for 4 hours or more, the fee is \$45.00 per hour. Shuttle service must begin at least one-half hour before the event and end at least one-half hour after the event. The price of the shuttle service includes the cost of the student driver.

Please write legibly and fax this document to Public Safety at (415) 666-3323, Attention: Special Events Coordinator. Payments must be received at least five business days prior to the event or a late fee of \$75.00 will be assessed. If there are any questions or special requests/additions, please contact the Special Events Parking Coordinator at (415) 422-4222.

Event Information

Date of Event: _____ Time Begins: _____ Time Ends: _____

Name of Event:

Campus Location of Event: _____

Expected Attendance: _____ Expected Number of Vehicles: _____

Parking Lot(s) for No Cite:

Signature

Date

Address

Phone Number

Fax Number