

Special Event Parking Request Policy

General guidelines (2007-2008 Academic Year) for requesting parking permits for special events on campus:

- 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 for Outside Organizations and \$250.00 per parking lot for USF Departments or Student Organizations. 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 \$8.00/permit on Mondays, Wednesdays, Fridays & Saturdays and \$ 15.00/permit on Tuesdays & Thursdays. This allows the guest(s) 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 \$25.00 per parking space with a maximum of 5 spaces requested. We unfortunately will not block off an entire lot. **There are No Refunds for any unused permits, so please be sure when requesting to give us the most accurate number of guests possible.**
- 4) Payments can be made by check (payable to USF Department of Public Safety) or credit card (if card not present, authorization form must be provided). We accept Visa, MasterCard, and Discover. USF departments may pay for official guest permits via budget transfer. Payments must be made within 5 business days prior to the event. If payment is not received within this time, a late fee will be applied.
- 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 four hours is required and must begin at least 30 minutes prior to the event and end at least 30 minutes after the event. Availability of attendants is also not guaranteed.



University of San Francisco
Department of Public Safety

Special Event Parking Request Form

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: _____

Name of the Department/Organization: _____

Campus Location of Event: _____

Expected Attendance: _____ Expected Number of Vehicles: _____

Parking Lot(s) for No Cite:

- Kendrick
- Koret (Upper/ Lower)
- Hayes-Healy Underground garage
- Lone Mountain Fee Lot
- Lone Mountain Ramp
- Loyola House Lot

Number of Parking Permits Required: _____

Number of Reserved Parking Spaces Required (5 max): _____

Special Request/Other: _____

Contact Information

Print Name (Contact Person)

Signature

Date

Billing/Mailing Address

USF Account #

Phone Number

Fax Number