



## REQUEST FOR PARKING ATTENDANT

**Must Be Submitted 15 Calendar Days Prior to Event**

Event Day and Date and Time(s) \_\_\_\_\_

Sponsoring Department \_\_\_\_\_

**Contact Person** \_\_\_\_\_ Day Phone \_\_\_\_\_

Event Title \_\_\_\_\_

Building Location \_\_\_\_\_

Requested Parking Lot/Garage \_\_\_\_\_

Parking Attendant for \_\_\_\_\_ hrs @ **\$25.00 per hour minimum of 2 hrs**

Attendant needed from (time) \_\_\_\_\_ to \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ @ **\$4.00 per space**

Chartstring: \_\_\_\_\_

The department is responsible for contracting UMBC Parking Services **NO LATER THAN TEN DAYS PRIOR TO THE DATE OF THE EVENT.** Failure to secure proper coverage within the time span noted may result in no staff available for the event. Failure to notify Parking Services within (48) forty-eight hours of cancellation of an event will result in a billing charge to the organization for Parking attendant. **THIS SERVICE WILL NOT BE CONFIRMED UNTIL BILLING IS APPROVED BY ALL PARTIES.** Departments with an active university account must indicate the chartstring on this form. Organizations without a University account must submit payment for services in advance to the Parking Services department by check, or money order payable to UMBC.

Signature of Representative \_\_\_\_\_

### Official Use Only

Date \_\_\_\_\_

Approved – Sponsoring Department \_\_\_\_\_

Date Received By Parking Services \_\_\_\_\_ Dept. Rep \_\_\_\_\_

Approved – Parking Services \_\_\_\_\_ Date \_\_\_\_\_

Event# \_\_\_\_\_