



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 15 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# _____