



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 _____

Email Address _____

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# _____