

Special Event Parking Request

*This Form Must be Submitted to parking@umbc.edu
No Later Than 15 Days Prior to Event*

Event Day and Time: _____

Sponsoring Department: _____

Contact Person: _____ **E-Mail:** _____

Event Title: _____

Building/Location _____

Requested Lot/Garage: _____

Parking Attendant for _____ **hours at \$30 per hour (2 hour minimum)**

Attendant needed from (time) _____ **to** _____

Number of Spaces Requested: _____ **at \$4 per space**

Chartstring: _____

(Organizations without chartstrings must contact Parking Services to arrange payment)

- * It is the responsibility of the requestor to work with the UMBC Sign Shop to request the required signage
- * As Needed, Parking Attendants will ensure your guests have a legal space and provide directions to the event.
- * A \$30 charge will be added to events that require set-up prior to the event.

Signature of Representative: _____

Approved by: _____ **Date:** _____

Parking Services reserves the right to adding parking attendants to ensure parking is staffed properly.



**PARKING
SERVICES**