SPECIAL EVENT PARKING

Directions: Complete form in its entirety and fax to 404-712-8655. Complete this form if you are sponsoring a special event which will bring more than 25 people on campus to ensure adequate parking of those attending. Form must be faxed to the parking office no later than 72 hours prior to the event’s occurrence.

NAME / TITLE OF EVENT: _____________________________________________
Date(s) of the Event: ______________________________________________________
Type of Event or Description: _______________________________________________
________________________________________________________________________
Event sponsored by: ______________________________________________________
Location where event will be held: ___________________________________________
Number of Guests coming from off campus: ______________________
Total number of Guests expected for event: ______________________
Contact person: _______________________________ Phone: ___________________
Contact person’s email: _____________________________________

PARKING:
Closest parking to the event or where you suggest parking could occur for the event:
___________________________________________________________________________
_____________________________________________________________________
Visitors may park in visitor parking. If visitors are not to be charged for parking, the departmental account to which parking may be charged: __________________________

SECURITY: Security officers may be needed to monitor reserved parking or to provide directions to guests. Please email your security questions or request to bwilso@emory.edu or call 404.712.8740.

Applicable Fee Charges which will apply include
- Parking at $5 per person
- Utilization of security, $15/hr. / $25/hr overtime (four hour minimum)