



California State University, Los Angeles
Department of Public Safety-Parking Services

Event Parking Request Form

Event Name

Department or Sponsor

Date of Event

Time of Event

Beginning Time

Ending Time

Location of Event

Desired Parking Lot

Contact Person

Contact Telephone Number

Expected Attendance

Number of Permits Needed (\$3 each)

Signage (\$15 each)

Please specify what the sign(s) are to say

If additional names, please attach list

Guests Names

Date of Request

Charge Back Acct Number

Event Description & Notes:

* Add a 7.5% administrative fee to the final cost. ** Personnel available upon request. Prices vary.

California State University, Los Angeles Department of Parking and Transportation Services

5151 State University Drive Los Angeles, California 90032

Parking Event Coordinator Michelle Hernandez

Direct Line (323) 343-3748 Fax (323) 343-6475