



CAL STATE LA

PARKING & TRANSPORTATION SERVICES

Event Parking Guidelines

Parking Services is a self-funded program of which 100% of the program's budget comes from permit sales. Guests of events that do not meet the guidelines for parking waivers are required to have a valid parking permit when parking on campus.

(Administrative Procedure 402 and Title 5, Article 7, Section 42201(a) of the California Code of Regulations)

Cal State University Los Angeles is host to numerous internal and [external events](#). It is strongly encouraged that all patrons review the University's [Parking Rules & Regulations](#) in advance of their visit to the university and purchase a parking permit ahead of time through the [Pay By Phone Mobile App](#) or [Online](#) through the parking webpage. In special circumstances, permit invites for event guests may be coordinated with advance notice. If a parking permit cannot be secured in advance, event parking can be purchased from the parking pay stations on the day of the event.

Planning an Event

Parking Services and Use of Facilities Director have a collaborative relationship to support various types of events including film shoots and conferences. Parking Services supports campus events in various capacities related to parking, traffic control, informational guidance, and safe accessibility. Advance planning and notice is required to coordinate staffing and secure parking locations. Event parking requests are processed on a first-come, first-served basis.

When hosting an event, an [Event Parking Request Form](#) must be submitted by email with a departmental chargeback account to parking@calstatela.edu. Incomplete forms may delay the processing of event parking requests. A two-week (14 calendar days prior to your event) advance notice is required to coordinate and plan accordingly for parking logistics. Please contact the Welcome Center at (323) 343-3704 if you have any questions regarding this process and/or need assistance completing the request form.

Event Signage

Custom signage on A-frames and/or on the electronic marquee to direct guests to parking and building locations may be requested.

Parking Signage Rates

Black & White = \$15 per sign

Black & White with color logo only = \$18 per sign

Complete Color = \$20 per sign

Electronic Marquee = \$20

Event Staffing Requirements

In maintaining our goal to providing safe and accessible parking during events, it will be necessary that traffic officers be deployed when high vehicle occupancy limits are reached. Traffic officer services include traffic control, informational guidance, pedestrian safety, and assistance with permit purchasing options. A minimum of 4-hour service deployment per officer is required during events. Hours of service are determined from the start and end time of the event, and the projected start of ingress/egress of vehicular and pedestrian traffic.

Traffic Officer Rates

Full-time Staff = \$60 an hour

Part-time Staff= \$25 an hour

Rates and fees are subject to change based on current operational costs.

Staffing Support Requirements Per Vehicle Occupancy

Use of North End of Campus (Structure C & E)

100+ vehicles: 1 Parking Officer

200+ vehicles: 3 to 4 Parking Officers

500+ Vehicles: 5 to 6 Parking Officers

Use of South End of Campus Structures A & B

500+ Vehicles: 2 Parking Officers

1000+ Vehicles: 3 Parking Officers

1500+ Vehicles: 4 to 5 Parking Officers

Should more than one event occur concurrently requiring parking staff support, the cost of that support may be divided between the department-hosts as determined by Parking Services.

Right to Charge for Traffic Control Services

The Event Parking Coordinator may assign signage and/or staff support based on the scope of the event. The event host will be responsible for all associated costs to maintain safe and accessible parking for guests. For questions regarding this requirement, please contact the Event Parking Coordinator via email at parking@calstatela.edu or call (323)343-3704.



PARKING SERVICES

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[Parking@calstatela.edu](mailto:parking@calstatela.edu) | *Pushing Boundaries*