



Parking Reservation Request

Please complete this form and submit via email to: parking@calstatela.edu

Guests who qualify for no-cost parking reservations:

- Guest speaker in academic courses. Must include course name and section in "Reason for Visit."
- Major donors of the university sanctioned by the Office of the President or Institutional Advancement.
- Interview candidates for state positions.
- Campus advisory groups, officially sanctioned by the university.
- Dignitaries or government officials visiting the campus in an official capacity.
- Volunteer employees providing a service to the University who are not receiving any form of class credit or compensation.
- Non-paid persons visiting the campus for the purpose of transacting official state business.
- Members of the media who are not affiliated with Cal State LA and are approved by Public Affairs.

Today's Date	Reservation Date	Arrival Time	Departure Time	Department Name	Event Location (Bldg & Room #)	Parking Lot Preferred
Reason for Visit	If Media, what outlet(s)?		Course Name (Required for Guest Speaker/Lecturer)		Section (Required for Guest Speaker/Lecturer)	
If "Other" state reason below;						
Contact Person	Extension	College or Division	Charge Back Account Number			
			Dept Fund	Dept ID	Program	Project
			660951-	-	-	-
Funded by:	UAS	U-SU	ASI	Foundation	Alumni	Campus

Guests

If your reservation includes more than six (6) guests, please submit an Event Parking Request Form.

Guest 1	First and Last Name	Guest 4	First and Last Name
Guest 2	First and Last Name	Guest 5	First and Last Name
Guest 3	First and Last Name	Guest 6	First and Last Name

Parking Services will send you a confirmation receipt within one (1) business day.

You may also be contacted if additional information is necessary.

For questions, please call (323) 343-3704.

Department of Public Safety — Welcome Center
5151 State University Dr., Los Angeles, CA 90032-8560
Phone (323) 343-3704