

Surface Lot (Not the Garage)Event Form

**** A minimum of 24 hours' notice is required for requests to be filled ****

Name of Requestor: _____ Date: _____
Department or Organization: _____
Mailing Address: _____
Email: _____ Phone: _____
City, State: _____ Zip: _____
Title of Event or Guest Speaker: _____
Location of Event: _____

Parking Permit Options: (Choose all that apply) – ***Price is per Day***

OTHER CONFERENCE PARKING - NOT VALID IN THE PARKING GARAGE

Reserved meter exempt space(s) in any metered area. Please attach a list of names of those attending.
(Price includes conference permit)

No. of days: _____ No. of permits: _____ x \$20.00 = _____ Location: _____
Beginning Date: ____/____/____ to Ending Date: ____/____/____ Times of Conference: _____ to _____

Meter exempt permit(s) – these are good for any metered stall(s) or in W, O, R, T & Z stalls.

Number of days: _____ Number of permits: _____ x \$17.00 = _____
Beginning Date: ____/____/____ to Ending Date: ____/____/____ Times of Conference: _____ to _____

Conference Permits available for guest, conference attendees and visitors. No reserved spaces.

Number of days: _____ Number of permits: _____ x \$5.00 = _____
Beginning Date: ____/____/____ to Ending Date: ____/____/____

STAFF AND EQUIPMENT RESOURCES

Parking Lot Attendant(s) – Minimum of 30 minutes – \$10.00 per hour per Attendant

Attendants Requested: _____ Date and Time Requested: _____

Choose method of delivery and indicate date needed by: _____

Mail to department (Arrangements must be made one week in advance)

Address _____

Pick up at Parking Services

Pick up at Parking Garage drive-up window on 17th Street (If 10 or less)

Method of payment:

Payment enclosed

Bill the department: Accounts Payable Contact Information: _____

Participants will purchase permit(s) when they pick them up at the Parking Garage drive-up window

Requestor will pay when picking up permits at Parking Services.

Special Circumstances or Notes

Save completed form and fax to Parking Services (785)532-2601, send via email to eventparking@ksu.edu or mail to 706 N 17th Street. If you have questions, call (785)532-7275.

Office Use Only

Event # _____ Bulk # _____ Account # _____
PCO needed: Yes No PCO Times: _____ Invoice # _____