



# Event Parking Permit Request Form

**Instructions:** Please complete all sections and ensure the request is signed by the person authorized to approve the Parking Permit Invoice. Return this form to the Parking Coordinator via email at [bheslop@csum.edu](mailto:bheslop@csum.edu) or the Police Department front window. For questions, please contact Cal Maritime Police Department at (707) 654-1681 or (707) 654-1179.

**IMPORTANT:** To ensure timely delivery of your permit(s), please submit the Event Parking Permit Request Form **no later than one week in advance.**

(If time permits, parking permit(s) will be delivered to the requestor. If not, the requestor will be required to pick up the permit(s) at the Police Department front window. The Police Department front window hours are: Monday-Friday, 9:00am-5:00pm).

1. Event name, day/date, time (include start time and end time with any allowance necessary to protect vehicle(s) from being issued a parking citation):

**Request Date:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

**Event Day / Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Lot(s):** \_\_\_\_\_ **Comments:** \_\_\_\_\_

*(Vehicles will normally be assigned to park in Lots B, D and O, Monday-Friday. Lot A is restricted for employee parking, visitors of the President and Foundation Members only)*

2. <b>Cost:</b>	<b># of permits:</b>	<b>\$Amount:</b>
\$3.00 x _____	_____	\$ _____ (evening event, after 5pm)
\$5.00 x _____	_____	\$ _____ (up to 8 hours)
\$7.00 x _____	_____	\$ _____ (reserved spaces up to 8 hours)
\$7.00 x _____	_____	\$ _____ (24-hours)
<b>Grand Total:</b>		\$ <span style="border: 2px solid black; display: inline-block; width: 100px; height: 15px;"></span>

3. Chartfield string:  
**Account:** **Fund:** **Department:** **Class: (if applicable)**  
**660003** **48485** **#** \_\_\_\_\_ **#** \_\_\_\_\_

4. Person authorized to approve the Parking Permit Invoice:  
**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

5. Parking Permit Requestor:  
**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note Lot-O is available for additional overflow parking during daytime hours. Lot-O will also be used for larger campus events requiring additional parking. There is no overnight parking in lot "O". Any valid CSUM parking permit will be accepted in Lot-O. Campus parking does not allow for buses, trailers, or motorhomes. Motorcycles must park in motorcycle spaces only. For additional information regarding Parking, Rules and Regulations and other Police Department Services, please visit our website at: [www.csum.edu/web/police-department/parking-and-transportation](http://www.csum.edu/web/police-department/parking-and-transportation)

Office Use:  
Special Event Permit(s) Color: \_\_\_\_\_ Series: # \_\_\_\_\_ Number or Permits: \_\_\_\_\_

Person Receiving Permits: I verify that I am in receipt of the above described permits.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_