

SPECIAL EVENT PARKING FORM

To reserve parking for your special event, please complete this form in its entirety and email to OBS-Transportation-SpecialEvents@fsu.edu

For questions or assistance, please email FSU Transportation Services at the address above or call 850.644.5278
All event submissions must be requested 48 hours in advance. Reserved spaces are held 30 minutes after event start time.

Department Information

Department: _____ Contact Name: _____

Department ID: _____ Fund: _____ PO #: _____ Line: _____

Phone: _____ Mobile: _____ Email: _____

Special Event Information

Event Name: _____ Start Date: _____ End Date: _____

Event Location: _____ Requested Parking Location: _____

Estimated Number of Event Attendees: _____ Number of Spaces Requested: _____

Reservation Start Time: _____ Event Start Time: _____

Extend reservation beyond 30 minutes after event start time: Yes No

Number of Parking Attendants Needed: _____

Parking Pass Required*: Yes No Guest List Provided: Yes No

**If yes, you must submit a copy of the parking pass to TAPS*

Additional Instructions: _____

INTERNAL USE ONLY

Received Date: _____ Time: _____ Total Hours: _____

Charged: Yes No

Request Sent: Maintenance/Patroller Other: _____

Transportation Representative: _____



FLORIDA STATE UNIVERSITY
TRANSPORTATION SERVICES

850.644.5278 • transportation.fsu.edu • 104 N Woodward
Avenue, Tallahassee, FL 32306 M-F, 8:00AM-5:00PM