



### 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](mailto:OBS-Transportation-SpecialEvents@fsu.edu)

For questions or assistance, please email FSU Transportation Services at the address above or call 850.644.5278

#### Department Information

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Department ID: \_\_\_\_\_ Fund: \_\_\_\_\_ Project: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### Special Event Information

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Attendants Needed: \_\_\_\_\_ Additional Items: \_\_\_\_\_ Quantity Requested: \_\_\_\_\_

FSU Permit Required:                      Yes                      No                      Guest List Provided:                      Yes                      No

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#### INTERNAL USE ONLY

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Charged:                      Yes                      No

Additional Instructions:

Request Sent:                      FSUPD                      Maintenance/Patroller                      Other

Transportation Representative: \_\_\_\_\_