



CAL STATE LA

PARKING & TRANSPORTATION SERVICES

Parking Event Waiver Request Form

This form is designed to be used as a waiver request of standard parking fees for university-sponsored activities. If approved, the Welcome Center will designate the appropriate parking area for this event. The designated parking area will be determined based on other campus events and activities taking place during the same time. **A two-week processing time is required for fee waiver requests.** Parking Waiver Requests must be submitted to the Event Parking Coordinator at the Welcome Center (parking@calstatela.edu). All other event requests, such as signage and staffing are not eligible for waivers. If the parking waiver is not approved, the event sponsor will be responsible for any associated parking fees, or advise guests to self-park. Campus departments may use departmental chart field accounts to purchase event parking and associated fees.

| | | | | |
|--|---------------|-----------------------------------|--------------------|--|
| Event Name | | Event Date | Event Start Time | Event End Time |
| Requesting Department | | Contact Person | Contact Phone | |
| Number of Parking Permits | Lot Requested | Event Location | | |
| Does the event relate directly to the educational outcomes of Cal State LA students? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If "yes" to above question, please explain. | | | | |
| Does the event relate to student recruitment and outreach? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If "yes" to above question, please explain. | | | | |
| Are the attendees of the event donating their time or something of financial value to the university? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If "yes" to above question, please explain. | | | | |
| Are the attendees being charged admission or any other associated costs for their participation? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If "yes" to above question, please explain. | | | | |
| Authorized Signature (Dean, Assoc. Dean, or Director) | | Authorized Name and Title (Print) | | Date |
| Welcome Center Use Only | | | | |
| Date received: _____ | | | Received by: _____ | |
| <input type="checkbox"/> Event meets waived parking criteria <input type="checkbox"/> Event does not meet waived parking criteria Verified by: _____ Date: _____ | | | | |
| <u>Recommend Approval:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No INI: _____ Date: _____ | | | | |
| <u>Authorized By:</u> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | | | | |
| _____ | | | _____ | |
| Interim VP and CFO Administration and Finance | | | Date | |