Applicant Information (please print)  
Billing account #  

1. Requesting department & address ___________________________________________ Phone ___________________

2. Contact Person __________________________________ Office: ______________ Phone _____________

3. Responsible Person _____________________ Phone: __________ Email_________________________

4. Name of Event ______________________ Date(s) of Event _______________ Day of Week__________

5. Describe the event:  
_____________________________________________________________________________________
_____________________________________________________________________________________

6. Number of participants ________ Vehicles _________ Location of event: ______________________

PLEASE NOTE: Parking for groups in excess of 20 vehicles may require use of remote lots and shuttles provided by the requesting department.

7. Date(s) and time(s) of needed parking ____________________ Requested Lot(s) ___________________

8. Special needs requested (barriers, coned stalls, # of cones, location of cones)____________________

_____________________________________________________________________________________

9. [ ] Sound system  [ ] Need restrooms  [ ] Arranged for trash pickup  [ ] Other concern:

Traffic Office Approval  
Approved / Not Approved  
Rationale: ___________________________  
Accommodations:______________________  
By: _______ Date __________

Safety Office Approval  
Approved / Not Approved  
Rationale: ___________________________  
Accommodations:______________________  
By: _______ Date __________

Campus Scheduling  
Scheduled / Not Scheduled  
Rationale: ___________________________  
Accommodations:______________________  
By: _______ Date __________

This parking disclaimer must be included in all printed event material.

“AS A GUEST OF BYU, AND TO HELP YOU ENJOY YOUR STAY, PLEASE REMEMBER THAT DISABILITY STALLS, DEAN AND OFFICIAL STALLS, SERVICE STALLS, RED CURBS, AND OTHER SPECIALLY RESERVED SPACES, REQUIRE SPECIFIC PERMITS. PARKING IN ANY OF THESE STALLS WITHOUT THE PROPER PERMIT WILL RESULT IN A PARKING CITATION. PLEASE REMEMBER THAT TIMED STALLS ARE ENFORCED FOR THE TIME POSTED.”

Please submit this form at least 2 weeks prior to your event.