

# UNIVERSITY of HOUSTON

## Parking and Transportation

Phone: 832.842.1097 • Fax: 713.743.5855 • Please email form to PLozano@Central.uh.edu

### REQUEST FOR SPECIAL PARKING

Please complete and return this form to request special parking for conferences, meetings, or other events. ALL areas of the form must be completed; incomplete forms will not be processed.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Department: \_\_\_\_\_ Department Mail Code: \_\_\_\_\_

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

Date(s) of Event: \_\_\_\_\_

Form of Payment: Service Center Requisition \_\_\_\_\_ Check \_\_\_\_\_

If by SCR, PeopleSoft Cost Center to be Charged \_\_\_\_\_

If form of payment is by check, upon receipt of invoice, make payable to University of Houston and deliver to UHPTS  
4224 Elgin St. Bldg. E, Houston TX. 77004 (Mail Code 2007)

Time(s) of Event \_\_\_\_\_ a.m.  \_\_\_\_\_ a.m.   
\_\_\_\_\_ p.m.  - \_\_\_\_\_ p.m.  Expected Time of Guest Arrival: \_\_\_\_\_

Event Location: \_\_\_\_\_ Requested Parking Location: \_\_\_\_\_

Est. # Parking per Day: \_\_\_\_\_ # Permits Required: \_\_\_\_\_ # Tokens Required: \_\_\_\_\_

Parking Attendant YES  NO  Hours Attendant Required: \_\_\_\_\_ a.m.  \_\_\_\_\_ p.m.   
Number of Attendants: \_\_\_\_\_

**By opting not to have a parking officer, the requesting department will be liable for spaces being blocked, and reserved. If spaces become unavailable due to an unauthorized individual removing barricade(s), the department is still accountable for payment.**

Special Needs: \_\_\_\_\_

#### For Parking Services Use Only

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

Cost for Spaces: \_\_\_\_\_ Set up/Take down Fee: \_\_\_\_\_ Charge for attendant: \_\_\_\_\_

Estimated Total Cost: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_