Parking and Transportation Services

Event Parking Request

The Event Parking Request Form must be submitted to Parking Services **14 calendar days** prior to the date of the event.

For a complete list of Parking Event requirements please view Event Parking Guidelines.

Please complete this form and submit to **parking@calstatela.edu**.

Event Name				Date of Request
Department or Sponsor		Contact Person		Extension
Start Date of Event	End Date of Event	Begin Time	End Time	Location of Event
Number of Attendees	Parking Staffing Requested Yes ☐ or No ☐	Number of Permits*	Desired Parking Lot	

C=Campus ☐	
E=External ☐	
A=Auxiliary ☐	

Chartfield

GL BU:
Fund:
Dept:
Program:
Project:

Signage

Sign Type and cost per sign*	Quantity	Sign Text Note: Please be specific. All signs are subject to review.
Black/White $15		
Color logo only $18		
Complete color $20		
Electronic Marquee $20 (displayed 1-7days as requested)		

Special Description or Notes:

Guests: A Guest List with Full Name and Email is required on a separate Excel spreadsheet. The email provided will be used to send the link to obtain a virtual permit for the event.

Right to Charge for Traffic Control Services

The Event Parking Coordinator may assign signage and/or staff support based on the scope of the event. The event host will be responsible for all associated costs to maintain safe and accessible parking for guests.

Parking Services will send you a confirmation of receipt of form within three business days. You may also be contacted regarding questions about this form. **Event cancellations are required two business days prior to the event date.**

For questions please call (323)343-3704

***Unaffiliated events subject to the 10% Parking Occupancy Tax.**

***An 8.5% administrative fee will be added to the total cost**

*Department of Public Safety/Welcome Center

5151 State University Dr. Los Angeles, CA 90032-8560

Revised 9/15/2025