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 ☐ No ☐

If "yes" to above question, please explain.

Does the event relate to student recruitment and outreach? Yes ☐ No ☐

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 ☐ No ☐

If "yes" to above question, please explain.

Are the attendees being charged admission or any other associated costs for their participation? Yes ☐ No ☐

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: _____

☐ Event meets waived parking criteria ☐ Event does not meet waived parking criteria Verified by: _____ Date: _____

Recommend Approval: ☐ Yes ☐ No INI: _____ Date: _____

Authorized By: ☐ Approved ☐ Not Approved

_____ _____

Interim VP and CFO Administration and Finance Date