

## Special Parking Request Form

Please plan ahead. Requests must be submitted fourteen (14) full business days in advance.

Is this request for parking permits ONLY? \*

Yes       No

### General Event Information

Event name:

Event location:

Start date:

Start time:

End date:

End time:

Is the time frame parking is needed different from the event start and end times?

Yes       No

Parking location:

Total number of vehicles/parking spots needed:

Department name:

Contact Name

First:

Last:

Contact Phone:

Contact Email:

Event Coordinator Contact Information (if different from above):

Police Personnel Needed:

The completed form along with a map of the area needed for parking will need to be emailed to Scott LeVan at [rlevan@bloomu.edu](mailto:rlevan@bloomu.edu) or Jeff Bachinger at [jbaching@bloomu.edu](mailto:jbaching@bloomu.edu)

If you have any questions about the form, you may contact Scott LeVan at 570-389-2785 or Jeff Bachinger at 570-389-2890

\*If event dates are changed or canceled please notify University Police ext. 2211 as soon as possible\*