

Use of Parking Facility For Special Events Application

All requests are received and processed by VCU Parking and Transportation. This is only a request, not a confirmation. Do not plan on having this event until you have received approval of event terms and provided payment for facility use. **Completed application materials must be on file with Parking and Transportation no less than 14 calendar days prior to the requested date of facility use. Complex events may require additional notice.** Special event use of a VCU parking facility will only be granted to a University recognized department or agency or an affiliated agency that is sponsored by a University department or student organization. The sponsor is responsible for submission of application materials and ensuring use terms are upheld.

New Event (All Fields Required)

Are you a University recognized department or agency?

- Yes List department or agency name: _____
- No Stop completing this form and refer to the Use of Parking Facility for Special Events policy for use requirements.

Is this for your department or agency's own use?

- Yes
- No List organization you are sponsoring: _____

Event Title:

Purpose of Event:

Requestor information

Name: _____

Title: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Contact information of person from department or sponsoring agency that will be present and responsible (if different from Requestor).

Name: _____

Title: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Event Information

Is this a multi-day event?

Yes

No

Location Requested:

Preferred Day of Event Use: _____

Start Time of use (includes set-up): _____

End Time of use (includes clean-up): _____

Alternate Date Possibilities: _____

Actual start Time of Event:

Actual end Time of Event:

If multi-day event, list additional dates, including start and end times here (remember to account for set-up/clean-up time).

Please describe the details of your event set-up preparations (i.e. tents, trailers, tables, chairs, etc.):

Admission to Event Information

Anticipated Attendance: _____

Will there be non-university attendees?

- Yes
- No

Is there a charge for attending the event?

- Yes If yes, how much? _____
- No

Event Details

Is the event a fundraiser?

- Yes
- No

Will there be food?

- Yes
- No

Will there be music/amplified sound?

- Yes
- No

Will alcohol be present at the event?

- Yes
- No

Will you be required to have VCU Police and/or security at your event? Refer to the University policy for these requirements.

- Yes
- No

Will there be an outside contractor?

- Yes Contractor name/service: _____
- No

Will parking be required for attendees?

- Yes Please provide details of parking arrangements: _____

- No

Billing Information

Anticipated form of payment for use fees:*

- Cash
- Check
- Credit Card (Visa, MasterCard, Discover or American Express)**
- Department Budget Code _____

***If payment is not received by the designated deadline, request will be voided.**

**** Returned checks or failure of credit card purchases due to insufficient funds will result in a service charge of \$25.00**

Statement of Understanding

- I have read and understand all of the rules and regulations for using parking facilities managed by Parking and Transportation Services. By checking this box I agree to all rules and regulations, and I also agree to pay all fees associated with my reservation or damages from use.