



Parking Event Waiver Request Form

This form is designed to be used for a waiver of standard parking fees for university sponsored activities. Lot 5 (unless otherwise stated) is the location assigned for parking granted with a fee waiver. A two week processing time is required for fee waiver requests and requests must be submitted to **the Event Parking Coordinator at the Welcome Center 14-business days prior to the date of the event.** The event sponsor is responsible for informing participants of parking location and any parking costs.

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 <input type="checkbox"/> No <input type="checkbox"/>
If "yes" to above question, please explain.				
Does the event relate to student recruitment and outreach?				Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
If "yes" to above question, please explain.				
Are the attendees being charged admission or any other associated costs for their participation?				Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" to above question, please explain.				
Authorized Signature (Dean, Assoc. Dean or Director)		Authorized Name and Title (Print)		Date
Verified by: _____		Date: _____		

Approval Section <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	If not approved, and/or special instructions:	Signatures of Reviewing Authorities
		VP Student Life or Designee
		VP Administration & Chief Financial Officer

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