



CAL STATE LA

PARKING & TRANSPORTATION SERVICES

Parking Reservation Request

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

Guests who qualify for no-cost parking reservations:

- Guest speaker in academic courses. Must include course name and section in " Reason for Visit. "
- Major donors of the university sanctioned by the Office of the President or Institutional Advancement.
- Interview candidates for state positions.
- Campus advisory groups, officially sanctioned by the university.
- Dignitaries or government officials visiting the campus in an official capacity.
- Volunteer employees providing a service to the University who are not receiving any form of class credit or compensation.
- Non-paid persons visiting the campus for the purpose of transacting official state business.
- Members of the media who are not affiliated with Cal State LA and approved by Public Affairs.

Today's Date	Reservation Date	Arrival Time	Departure Time	Department Name	Event Location (Bldg & Room #)	Parking Lot Preferred
Reason for Visit	Department	Course Name (Required for Guest Speaker/Lecturer)		Section (Required for Guest Speaker/Lecturer)		
If " Other " state reason below;						
Contact Person	Extension	College or Division	Charge Back Account Number Dept Fund	Dept ID	Program	Project
			660951-	-	-	-
Funded by;	UAS	USU	ASI	Foundation	Alumni	Campus

Guests

If your reservation includes more than 6 guests, please submit an Event Parking Request Form.

Guest 1, First and Last Name	Guest 1 License Plate Number	Guest 1 Vehicle Make	Guest 1 Vehicle Model	Guest 1 Vehicle Year
Guest 2, First and Last Name	Guest 2 License Plate Number	Guest 2 Vehicle Make	Guest 2 Vehicle Model	Guest 2 Vehicle Year
Guest 3, First and Last Name	Guest 3 License Plate Number	Guest 3 Vehicle Make	Guest 3 Vehicle Model	Guest 3 Vehicle Year

Parking Services will send you a confirmation receipt within one business day.

You may also be contacted if additional information is necessary.

For questions please call (323)343-3704

Department of Public Safety/Welcome Center
 5151 State University Dr. Los Angeles, CA 90032-8560
 Phone (323) 343-3704