Parking Reservation Request (Outlook Submission Format)

Submission Date:

Event Name / Reservation Purpose:

Will individual names need to be listed on reserved signs?

☐ No – Use event/purpose name only

☐ Yes – List names below

Individual Names (if required):

Parking Location Requested: *(Select all that apply)*

☐ Lot A

☐ Lot B

☐ Lot C

☐ Lot H1

☐ Lot H2

☐ Front Drive

☐ Other - Describe:

Number of Spaces Requested:

Additional Notes / Special Instructions:

(Accessibility need or unusual setups, etc.)

Note: Reserved signs will display the **event name or purpose** unless specific individual names are requested above.