

DEPARTMENT OF PUBLIC SAFETY

Fairmont State University

Pierpont Community & Technical College

PARKING REQUEST FORM

This Form must be completed for any meetings, seminars, conferences, special events, etc. that is a non-recurring event expected to require simultaneous parking for fifteen (15) or more vehicles

Date(s) of Event: \_\_\_\_\_ Day(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Campus or Street Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Requested Parking Lot or Lots \_\_\_\_\_

Special Event Parking Requests: (i.e. permits, garage opening, signage, security officers)
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs to be billed to (Dept. Name & Account Number): \_\_\_\_\_

You will be notified, via email, of the status of your parking request asap (usually within one business day) following submission of this form. You will also be advised of the costs associated with any required parking arrangements as requested.

Please return this completed form to the Department of Public Safety, 3rd Floor, Falcon Center. Submission is required a minimum of 3 days prior to events expected to host fewer than 35 persons. Parking requests for events hosting more than 35 persons must be submitted a minimum of 2 weeks in advance.

Please contact us at 304-367-4157 with any questions you may have concerning your event.