

Carnegie Mellon University

Transportation Services

EVENT REQUEST FORM

The purpose of this form is for CMU-affiliated departments to request parking arrangements for events of over 15 guests (per event day). Events of more than 30 people (per event day) would require the event to be booked 30 days prior to the event. Email completed form to: TRANSPORTATION@andrew.cmu.edu 30 days prior to the event date(s) in order to be approved.

Contact person: _____

Email contact: _____

Contact Phone: _____

Event Host Department Name: _____

Oracle Charge String: _____

Signature (required for Oracle string approval)

EVENT INFORMATION

Event Name: _____

Event Time: (begins AM/PM) _____ ENDS AM/PM _____

Event Date: _____ # Guests* _____

Event Date: _____ # Guests* _____

Self-paying guests #: _____ (per day) —

Code Request: Yes _____ No _____

***KINDLY BE AWARE THAT YOUR DEPARTMENT WILL BE INVOICED BASED ON THE NUMBER OF SPACES RESERVED, RATHER THAN THE NUMBER OF SPACES UTILIZED. FOR INSTANCE - 50 SPACES RESERVED BUT ONLY 25 GUESTS ATTEND - YOU WILL STILL BE BILLED FOR THE FULL NUMBER OF 50 SPACES THAT YOU RESERVED. ACTUAL USAGE WILL BE BILLED IF THE NUMBER OF GUESTS EXCEEDS YOUR ESTIMATED NUMBER OF GUESTS.**

