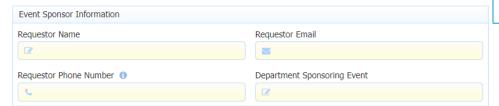# FAU Parking Services Request Form Aid
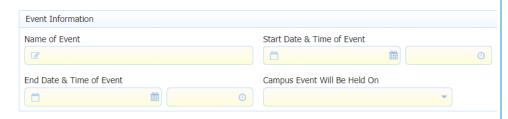
To get to the form, please click: http://tiny.cc/EventParking

Event Sponsor Information

Enter your name, email, phone number, and department in the specified fields.

Event Sponsor Information

Requestor Name

Requestor Email

Requestor Phone Number ⓘ

Department Sponsoring Event

Event Information

If you are submitting for a guest/visitor to park on campus, type in "*Guest Parking*" as the Name of Event.
If you are submitting for a lot or garage, let us know the event.

Enter the date and times needed for your request. Select the campus the event or guest will be parking on.

Event Information

Name of Event

Start Date & Time of Event

End Date & Time of Event
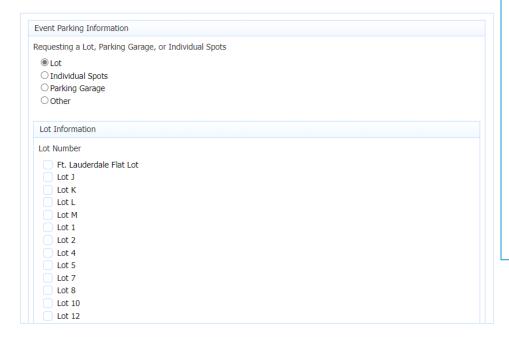
Campus Event Will Be Held On

Event Parking Information

Select the option you are requesting for:
- "Lot" for one or more parking lots
- "Individual Spots" for guests
- "Parking Garage" for a garage
- "Other" if you need both a parking garage and a parking lot

Event Parking Information

Requesting a Lot, Parking Garage, or Individual Spots
- ○ Lot
- ○ Individual Spots
- ○ Parking Garage
- ○ Other

Lot Request

From the checklist, choose the lot you are looking to use for your event:
- Ft. Lauderdale Flat Lot is located on the Fort Lauderdale Campus
- Lots J, K, L, and M are located on the Davie Campus
- Lots 72, 73, 74, and 75 are located on the Jupiter Campus
- All others listed are located on the Boca Campus

If a lot is not on this list, it normally is not available for events. Please reach out to us by email regarding those at eventparking@fau.edu.
Visit www.fau.edu/parking/maps/ to see which lots are which.

Event Parking Information

Requesting a Lot, Parking Garage, or Individual Spots
- ⦿ Lot
- ○ Individual Spots
- ○ Parking Garage
- ○ Other

Lot Information

Lot Number
- ☐ Ft. Lauderdale Flat Lot
- ☐ Lot J
- ☐ Lot K
- ☐ Lot L
- ☐ Lot M
- ☐ Lot 1
- ☐ Lot 2
- ☐ Lot 4
- ☐ Lot 5
- ☐ Lot 7
- ☐ Lot 8
- ☐ Lot 10
- ☐ Lot 12

FAU Parking Services Request Form Aid

Parking for a Guest/Visitor

Event Parking Information

Requesting a Lot, Parking Garage, or Individual Spots
- ○ Lot
- ⦿ Individual Spots
- ○ Parking Garage
- ○ Other

Attendee Vehicle Information (if requesting individual spots)

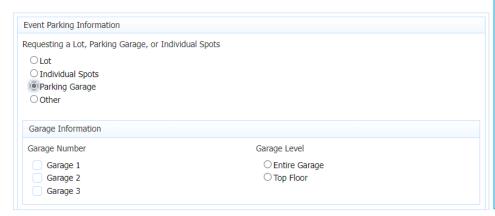|	Plate #	State (Plate)
➕ ➖		
➕ ➖		
➕ ➖		

To obtain individual Daily ePermits for visitors/guests to your department, select "Individual Spots".
Complete the table with the guest vehicle's license plate and license state. Use the green "+" to add a line, or the red "-" to remove a line as needed.
Note: Your guest will be able to park in any BLUE lots on our campuses with this pass. There is no back-in parking, no parking on the grass, streets, or meter spaces. Full rules on our website.

Garage Request

Event Parking Information

Requesting a Lot, Parking Garage, or Individual Spots
- ○ Lot
- ○ Individual Spots
- ⦿ Parking Garage
- ○ Other

Garage Information

Garage Number
- ☐ Garage 1
- ☐ Garage 2
- ☐ Garage 3

Garage Level
- ○ Entire Garage
- ○ Top Floor

Select the "Parking Garage" option if you are looking to use a garage for your event:
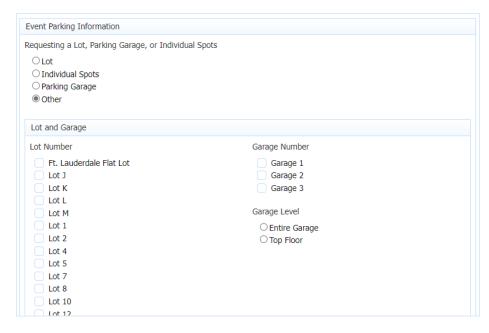- Choose a Garage Number
- Choose a Garage Level

You must select one from each column.
Note: These Garages are all on the Boca Campus.
If a garage item is not on this list, it normally is not available for events. Please reach out to us by email for those at eventparking@fau.edu.
Visit www.fau.edu/parking/maps/ to see where the garages are on campus.

Other Request

Event Parking Information

Requesting a Lot, Parking Garage, or Individual Spots
- ○ Lot
- ○ Individual Spots
- ○ Parking Garage
- ⦿ Other

Lot and Garage

Lot Number
- ☐ Ft. Lauderdale Flat Lot
- ☐ Lot J
- ☐ Lot K
- ☐ Lot L
- ☐ Lot M
- ☐ Lot 1
- ☐ Lot 2
- ☐ Lot 4
- ☐ Lot 5
- ☐ Lot 7
- ☐ Lot 8
- ☐ Lot 10
- ☐ Lot 12

Garage Number
- ☐ Garage 1
- ☐ Garage 2
- ☐ Garage 3

Garage Level
- ○ Entire Garage
- ○ Top Floor

Select the "Other" option if you are looking to use both a garage AND a parking lot for your event:
- Choose the lot you want
- Choose the Garage and the Level; You must select one from each Garage Number and Garage Level.

Note: This option is only for the Boca Campus.
Please reach out to us by email with any questions at eventparking@fau.edu.
Visit www.fau.edu/parking/maps/ to see where the garages and lots are on campus.
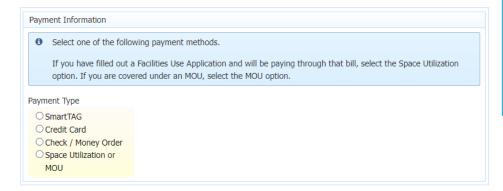
FAU Parking Services Request Form Aid

Parking Items

Parking Items

ℹ️ If parking items are needed for this request, please place how many of the item you need in the corresponding box. If none are needed, please leave the field blank. Note that not all item requests can be granted, but we will try our best to accommodate.

A-Frames Requested

Barricades Requested

Cones Requested

If you need any parking items (A Frames, Barricades, Traffic Cones) for your event, place how many of the item you need in the corresponding box. If none are needed, please leave the fields blank. Note that not all item requests can be granted, but we will try our best to accommodate.
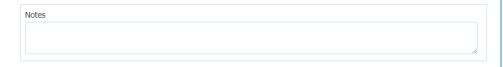
Payment Information

Payment Information

ℹ️ Select one of the following payment methods.

If you have filled out a Facilities Use Application and will be paying through that bill, select the Space Utilization option. If you are covered under an MOU, select the MOU option.

Payment Type
- ○ SmartTAG
- ○ Credit Card
- ○ Check / Money Order
- ○ Space Utilization or MOU

Choose the way you would like to remit payment. This will let us know which payment instructions to send you.
If you have filled out a Facilities Use Application and will be paying through that bill, select the Space Utilization option. If you are covered under an MOU, select the MOU option.

Notes

Notes

If you have any specific notes (like guest names, vehicle information, special requests, etc.) write them in the Notes section. Note that we will accommodate to the best of our ability but not all special requests will automatically be approved by filling out this form.

Please reach out to us by email with any specific questions or concerns at eventparking@fau.edu