



SAN DIEGO STATE UNIVERSITY  
Parking & Transportation Services

**SDSU Special Event Parking Request Form**

**SAN DIEGO STATE UNIVERSITY PARKING & TRANSPORTATION SERVICES**  
**5500 Campanile Drive San Diego, CA 92182-4390**  
**Website: sdsu.edu/parking**

Name: Current Date:  
Department: Phone:  
Email: Mail Code:  
Event Title: Event Date:  
Event Start Time: Event End Time:  
Request Location: Expected Attendance:  
Account Number:

**No Cite Request:**

“No Cite” requests will allow guests for a campus event to park in a specified location for a specified timeframe without the need to purchase a permit. All “No Cite” requests will need to be approved before it is considered valid. Requesting a “No Cite” will not guarantee that parking spaces in the requested location/ time will be available. Any request for reserved parking stalls must also request a “No Cite.” A “No Cite” must be purchased for a minimum of 35 vehicles. “No Cite” requests for events with less than the minimum 35 vehicles will be denied, but may purchase permits instead. For permit requests, contact SDSU Parking Services at parking@sdsu.edu or (619) 594-6671.

Complete the section below if you are requesting a “No Cite.”

**Reserved “No Cite” Requested (Minimum 35 vehicles):**

	<u>Quantity</u>	<u>Price per vehicle</u>	<u>Total</u>
Number of vehicles for “No Cite:”		\$5.00	

**Event Staffing Request:**

Event Staffing Requests are required for directional signage, parking stall reservations, or bollard removals. Any requests that require signs to be placed, parking stalls to be “Roped-off,” or bollards to be removed will be performed by an SDSU Parking Officer. A 3-hour minimum charge for services is required for all staffing requests. The estimated minimum cost for these requests is \$171.00, and all requests must be approved in advance of the event to be valid.

Notice: Parking Stall Reservations can only be guaranteed in certain areas during peak times by hiring LAZ Parking staff to protect the requested stalls. Should these services be recommended but denied by the requestor, then SDSU Parking cannot guarantee the availability of the reserved area. SDSU Parking Officers will issue citation as appropriate and as availability permits.

Should you need assistance regarding your parking needs, completing the form, or require a cost estimate please contact [csumner@sdsu.edu](mailto:csumner@sdsu.edu) or (619) 594-2650.

If you are requesting event staffing, please complete the section below.

**Please describe the service needed:****Please submit completed form to:**

Parking & Transportation Services

Email: [parking@sdsu.edu](mailto:parking@sdsu.edu)