



# 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](http://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 Requests

"No Cite" requests will allow guests for a campus event to park in a specified location for a specified time-frame without the need to purchase a permit. All "No Cite" requests will must be approved by Parking and Transportation Services before it is considered valid. Requesting a "No Cite" does not guarantee that parking spaces in the requested location/ time will be available. To ensure availability during peak traffic (Monday-Thursday 7am-6pm), staffing may be required and requires additional fees.

All request for reserved parking require the additional submission of 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. In cases where no-cites do not apply, permits may be purchased. Permits are digital (requires license plate information) or as phsysical permits (no license plate information required). For permit requests, contact SDSU Parking Services at [parking@sdsu.edu](mailto:parking@sdsu.edu) or (619) 594-6671.

Any organization outside of SDSU, Foundation, Associated Students, KPBS, or Aztec Shops will pay the external \$7 per vehicle rate. This rate will also apply to any event in which parking permits/no cite requests are submitted by student organizations not supported by an internal organization as described above. Outside organizations requesting parking during special events at Viejas Arena or Cal Coast Credit Union Open Air Theatre events may be required to pay the \$20 per vehicle special event parking fee.

<b>Reserved "No Cite" Requested:</b>	<u>Quantity</u>	<u>Price per Vehicle</u>	<u>Total</u>
Number of vehicles: Internal (SDSU) rate		\$5.00	
Number of vehicles: External rate		\$7.00	

**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 \$183.00, 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 sbrown2@sdsu.edu or (619) 594-3424. **Please allow 3 days minimum for processing, last minute requests may not be fulfilled.**

**DIRECTIONS: Please answer the following questions as specifically as possible as answers effect pricing**

- 1.) **Service Request Type** (Directional signs, parking stall reservations, VIP requests, bollard removal, etc.)
- 2.) **Event Title:** Please keep your event title as short as possible (abbreviate if possible).
- 3.) **Event Times:** List the time of your earliest arrival, final arrival, and event start time. Will event traffic be coming and going throughout the day?
- 4.) **Location:** Where is your event taking place on campus?
- 5.) **Route:** Indicate the route you are directing attendees. Ex: East side: College/Canyon Crest to P3 level 6
- 6.) **Notes:** Any final notes or details needed

**Please describe the service needed below using Directions Section above**

**Please submit completed form to:**

Parking & Transportation Services

Email: sbrown2@sdsu.edu