Parking Lot Usage / Reservation Request Form

Date of Request | | Date of Event | | Event Location 1 |
| | Time of Event | | Event Location 2 |
| | End Time | | Event Location 3 |

Requested By |
Department | | | Phone |
Point of Contact | | | Email |

Details / Descriptions

Reserving a parking space or parking lots is primarily for invited guests of the college, conferences and other events. Oxford College provides visitor parking just as you enter the campus off of Pierce Street for our daily visitors. Oxford Parking Services will make every effort to place parking in an area near your event. Certain buildings are not easily accessible to a parking lot and OPS must consider faculty, staff and student parking when planning the parking pattern for your event. **ENTER ANY SPECIAL NEEDS!!!!**

Brief Description of Event

Attach any emails or other correspondence in reference to this event to the report

# of Vehicles (An estimate of how many will be parking on campus)

List type and quantity of vehicles that WILL NOT fit in a normal parking space below!

Signs / Name Plates

You can request a name of your event or names of individuals to be places on signs that will be placed in parking lots / spaces

1st Lot		2nd Lot		3rd Lot	
Set Up Date		Time		Clean Up Date	

Unless requested - Clean up / sign removal will begin 30 minutes after event start

Costing / Materials

Items	Quantity	$ Per Unit	$ Per Use	Total

Signs can be created to list the event name(s) and the name(s) of guests. This process involves printing the information, laminating the items and attaching to a backing. During the parking pattern planing phase a determintation will be made between OPS and the customer as to how many signs may be needed and where the customer would like the signs placed.

Extended Total

Details submitted to-		Date	
Approved By		Date	
Smart Key / Speed Type			

OPS Event Notes

Attach any other planning notes to this report -