SPECIAL EVENT PARKING FORM

For questions or assistance, please email FSU Transportation and Parking Services at **TAPS-SpecialEvents@fsu.edu** or call (850) 644-5278. All event submissions must be requested 48 hours in advance. Reserved spaces are held 30 minutes after the event start time.

Department Information

Department: _____ Contact Name: _____

Department ID: _____ Fund: _____ PO #: _____ Line: _____

Phone: _____ Mobile: _____ Email: _____

Special Event Information

Event Name: _____ Start Date: _____ End Date: _____

Event Location: _____ Requested Parking Location: _____

Estimated Number of Event Attendees: _____ Number of Spaces Requested: _____

Reservation Start Time: _____ Reservation End: _____ Event Start: _____ Event End: _____

Extend reservation beyond 30 minutes after event start time: ◯ Yes ◯ No

Number of Parking Attendants Needed: _____

Parking Pass Required*: ◯ Yes ◯ No Guest List Provided: ◯ Yes ◯ No

**If yes, you must submit a copy of the parking pass to TAPS*

Additional Instructions

INTERNAL USE ONLY

Received Date: _____ Time: _____ Total Hours: _____

Charged: ◯ Yes ◯ No

Request Sent: Maintenance/Patroller Other: _____

Transportation Representative: _____

FSU | TRANSPORTATION & PARKING SERVICES
FINANCE & ADMINISTRATION

(850) 644-5278 • transportation.fsu.edu
104 N Woodward Ave, Tallahassee, FL 32306