REQUEST FOR SPECIAL EVENT PARKING

INSTRUCTIONS: Complete this form and return it to the Parking and Transportation Services Department: parking@coppin.edu.

PLEASE NOTE: For events expecting more than 25 vehicles, lot F, H or G will be assigned. Events expecting 10-24 vehicles can be assigned to lots B, F, G or H. Assigned lot depends on availability.

Campus maps are available at: https://www.coppin.edu/commencement/parking.

Event Parking Rate - $5.00 per space/per day

# of spaces needed: ___________ Date(s) needed: _______________ Event Time: __________________

Location (circle one): Lot B (visitors) Lot F (Talon Center) Lot G (Talon Center) Lot H (P.E.C.)

Shuttle service required? ($30.00 per hr.) Yes [ ] No [ ]

If yes: Shuttle start time: ___________ Shuttle end time: ___________ Total Hours: ___________

Method of Payment (circle one)

Check
Visa
MC
AMEX
Discover

Please make checks payable to:
Coppin State University
Parking and Transportation Office
2500 N. Avenue. Rm #132
Baltimore, MD 21216

FOR OFFICE USE ONLY

UID#____________________ Total Due: __________________

Ck# or CC confirmation #:____________________ Managers approval: __________________