

COLUMBUS STATE

COMMUNITY COLLEGE

POLICE DEPARTMENT

499 GROVE STREET ~ COLUMBUS, OH 43215

614-287-2525 ~ parking@csc.edu

INTERNAL EVENT PARKING REQUEST

To reserve parking for Columbus State sponsored event attendees, forward request to parking@csc.edu. Event parking requests should only be submitted when reserved parking is deemed necessary due to security needs, special access needs, loading/unloading of equipment, or the number of cars expected. Please do not over request space due to the impact to student/employee parking.

Requests must be submitted at least two (2) weeks prior to the event and sent to parking in the police department.

REQUESTING PERSON

Print name

Title

Department

Email Address

Telephone Number

Event Contact Person

Telephone #

Event Contact Person's Email

EVENT INFORMATION

Event Name Event Date

Event Start Time AM PM Event End Time AM PM

Location of Event # of Attendees

Explain the reason for reserved parking and who will have access to the reserved parking spaces/lot (attach a copy of the visitor permit if provided to attendees):

PARKING REQUEST

Number of Vehicles Expected: Number of Spaces: Lot Number: or
First Choice Second Choice

Number of signs required: Number of cones required:

Date signs/cones will be picked up: Requested pick up time: or
First Choice Second Choice

*****Please note all signs and/cones must be returned to the police department within 24 hours of event ending.*****

REQUESTING DEPARTMENT HEAD/CHAIR APPROVAL

Name Title
Print Clearly

Signature Date

PD OFFICE USE

Approving Signature Approved YES NO Date

Requestor notification completed via: Email Phone Date Notified

Date Added to Event Calendar Form completed by