

SPECIAL EVENTS & ARRANGED PARKING FORM

4201 Grant Line Rd, University Center 027, New Albany, IN 47150
812-941-2400, sepolice@ius.edu
www.ius.edu/universitypolice

Print out and complete the appropriate blanks.

Return completed form to the University Police by fax (812) 941-2554 or campus mail (UC 027).

Note: If an account number is charged, the person authorizing the use of that number must sign this form.

Department	E-Mail	
Contact Person	Today's Date	
Phone Number(s)	# of Cars Expected	# of Buses Expected
Title of the Event		
Event Day and Date	Time From	To
Location of the Event: Bldg./Rm(s) or outdoor venue		
Preferred Parking Lot. (Please Note: This does not guarantee a preferred lot/location.)		
Total Number of Persons Attending	Number of Attendees Requiring Disability Parking	

Will Attendees Pay for Their Parking? Yes No If not, how will the Dept./Event Organizer Handle Payments?

ACCOUNT NAME ACCOUNT NUMBER OBJECT SUB ACCOUNT SUB OBJECT

Please encourage your guests to use alternatives to driving alone.

Signature

PRINT NAME

DATE