

Conference / Event Parking Request Form

Please complete the form below and submit at least 1 week in advance to request conference / event parking.

Date _____

Two options for parking:

1. Attendees can pull a ticket at the entry gate and validate out of the parking lot.
2. Or the department hosting the conference / event may provide us with a list of attendees and we will bill the dept. (\$1.00 per person OU / \$4.00 outside entities.)

Event Date(s) _____ Number of attendees _____ Location _____

Event Times _____

Submission of this form does not guarantee the Parking Office will be able to accommodate the requested parking location. If we are unable to fulfill your request we will contact the department and review the available options.

Department Information:

Department: _____

Sub-Department: _____

Department Address: _____

Building / Tower: _____

Room Number: _____

Contact Name: _____

Contact Phone #: _____

PeopleSoft Chart Field:

Org:	Fund:	Function:	Entity:
Source:	Purpose:	Project:	
Signature of Authorized Approver:			

Received by _____ Date _____

Scan & email (parking@ouhsc.edu) or fax your completed form to:
OUHSC Parking Office (405) 271-8182 at least 1 week in advance