

UTHSCSA Police Department
Special Event Parking Request Form

This form must be submitted at least **10 days in advance** of the event. **A \$50 administration fee will be assessed to any event submitted less than 10 days prior to the event.**

Event Name

Start Date End Date

Start Time End Time Enter time as HH:MM (10:50 or 22:50)

Event Location Building Room

Other

Est Attendance

Est # of Vehicles UTHSCSA Visitors

Marquee Needed? Yes No

Marquee Content

Special Requests

Event Contact

Contact's Phone #

Contact's Email

UTHSCSA Department/Sponsor Info

Department Name

Dept ID #

Dept Contact

Dept Phone #

Dept Email

Method of Payment Guest Pay Chaser Ticket IDT

Account Fund # PID #

Alcohol Served? Yes No

If you plan to have alcohol at this event, this requires prior written approval from the Office of the President. UT Police reserves the right to require additional monitor & traffic control for events. The costs for additional coverage will be billed the applicable hourly rate for a minimum of two hours.

Any Traffic & Parking directional signage must be approved by UT Police Special Events Coordinator. **UT Police does not provide signage.**

Questions: Call UT Police Special Events Coordinator @ (210) 567-3703