



PARKING RESERVATION FORM

A parking reservation form must be completed and submitted to the Office of Campus Police, Wood 105 to reserve parking for a special guest or an event. All parking requests should be submitted no less than one (1) week prior to the date of your guest/event. For questions, please call 615-230-3595.

Today's Date			
Date of Reservation/Event			
Time of Event	To:	From:	
Name of Event or Guest			
Parking Lot/Area Requesting	<u>Main Campus Lots:</u> Ramer Staff Lot Ramer Student Lot Mattox Lot Pickel Lot Caudill Lot	Fine Arts Lot Wood Lot Library Lot Warf Lot E Lot/Student	<u>East Campus Lots:</u> East Campus Front Lot Gibson Hall Rear Lot
Number of Spaces Requesting			
Meeting Location			
Special Details			
Department Name			
Requestor Name			
Event Contact Person			
Office Phone/Extension		Cell or alternative phone	
Email Address of the Event Contact			

Please return form to one of the following locations:

Email completed form to **SEC** group (**preferred**)

Deliver to Campus Police, Wood Campus Center room 105

Fax to extension 4810

Office Use Only	
Event Date: _____	Parking Lot: _____
Confirmation: _____	Assigned To: _____