

**Binghamton University Transportation and Parking Services**

Couper Administration Building - Ground Floor (AD-G8)

P.O. Box 6000, Binghamton, NY 13902-6000

Phone 607-777-2279 Fax 607-777-4646



## Event Parking Request

Please complete the event form below and email a copy to [parking@binghamton.edu](mailto:parking@binghamton.edu).

Request Date:	Contact Name:		
Department/Organization:		Phone:	
Email:		Account to Charge:	
Event Name:			
Event Location:		Expected Number of Vehicles:	
Event Date:	Event Start Time:	Event End Time:	

Additional  
Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Event Type (Pick at Least One):**

Pay by Space/Lot

Guest Passes – Garage / Paid Lot

**Resources Requested:**

Traffic Control Attendant

Directional Signage to Park

For office use only:

Lot Assigned: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Attendants Assigned: \_\_\_\_\_

# of Barricades: \_\_\_\_\_ # of Signs: \_\_\_\_\_