



**Parking & Transportation Department**  
 1100 N. Lindsay Ave, Room 100  
 Oklahoma City, OK 73104  
 Phone: (405) 271-2020  
 Fax: (405) 271-8182  
 Office hours: 7:30 am – 5:00 pm M-F

## 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 / \$3.00 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:

Budget Year:	Fund:	Organization:
Program:	Sub Class:	Project/Grant:
Signature of Authorized Approver:		

Received by \_\_\_\_\_ Date \_\_\_\_\_

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