



COPPIN
STATE UNIVERSITY
EST. 1900

PARKING AND TRANSPORTATION OFFICE
2500 WEST NORTH AVENUE
132 Talon Center
BALTIMORE, MD 21216
410.951.3556

REQUEST FOR SPECIAL EVENT PARKING

INSTRUCTIONS: Complete this form and return it to the Parking and Transportation Services Department: parking@coppin.edu.

PLEASE NOTE: For events expecting more than 25 vehicles, lot F, H or G will be assigned. Events expecting 10-24 vehicles can be assigned to lots B, F, G or H. Assigned lot depends on availability.

Campus maps are available at: <https://www.coppin.edu/commencement/parking>.

Event Parking Rate - \$5.00 per space/per day

of spaces needed: _____ **Date(s) needed:** _____ **Event Time:** _____

Location (circle one): Lot B (visitors) Lot F (Talon Center) Lot G (Talon Center) Lot H (P.E.C.)

Shuttle service required? (\$30.00 per hr.) Yes No

If yes: Shuttle start time: _____ **Shuttle end time:** _____ **Total Hours:** _____

Method of Payment (circle one)

<p>Check</p> <p>Visa</p> <p>MC</p> <p>AMEX</p> <p>Discover</p>	<p>Please make checks payable to: Coppin State University Parking and Transportation Office 2500 N. Avenue. Rm #132 Baltimore, MD 21216</p>
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FOR OFFICE USE ONLY

UID# _____ **Total Due:** _____

Ck# or CC confirmation #: _____ **Managers approval:** _____