

Public Safety Request and Parking Reservation

Public Safety Parking Request Form for Faculty, Staff & Administration

When reserving parking space(s) on campus, the Public Safety Parking Request Form must be filled out completely.

Submission of this form is not confirmation of parking. The requestor will receive an email confirming parking and other requests.

Department Requesting	
Requested By	
Contact Number	
Date of Event	
Event Type	
Location of Event	
# Spaces Requested (Must be approved by Department Head)	
	Department Head Name:
Start Time	
End Time	

1. Special Signage for A-frames must be 24" x 36", laminated and must have room at the bottom for directional arrows.
2. Special Signage for A-frames should be delivered 48 hours prior to the start of the event
3. If signage is not made standard "Event Parking" signage will be utilized.

Total number of Public Safety Officers needed for the detail: _____

GL # _____ (charge for Public Safety Officer)

Please email form submissions to parking@rwu.edu.