



# Parking Services

## SciTech Special Event & Permit Request Form

Event Name

Event Date

Start Time

End Time

# of Attendees

### General Permit Area Enforcement Exemption Request

Day of Week	Less Than 125	# of Days Requested	Subtotal	125 Or More	# of Days Requested	Subtotal
Monday-Friday						
Saturday/Sunday						

### Weekly and Daily Permits

#### SciTech Day Permit (General Permit Areas)

All Day (each)			
Total			

#### SciTech Weekly Permit (General Permit Areas)

All Day (each)			
Total			

### Reserved Parking Space Request

	# of Spaces	Subtotal
General Permit Space		
Total		

### Parking Signs

	Quantity	Subtotal
Black & White (each)		
Color (each)		
Total		

### Verbiage

**Sign Holder Rental**

	Quantity	Subtotal
A-Frame (each)		
Wind-Master (each)		
	Total	

Manpower (\$25 per person, per hour, minimum four hours)

<input type="text"/>	Attendants	<input type="text"/>	Hours	<input type="text"/>	<input type="text"/>	Subtotal

**Grand Total**

**Permits Must Be Picked Up From The Parking Services Office Unless Other Arrangements Have Been Made**

**Orders Are Processed And Available For Pick-Up Within 48 Hours Monday - Thursday**

**Credit Cards Are Accepted in Parking Services Office Only**

**I AM PLACING THIS ORDER WITH THE UNDERSTANDING THAT THERE ARE NO REFUNDS AVAILABLE FOR VALIDATIONS OR PERMITS**

**I ATTEST THAT I AM AUTHORIZED TO MAKE THIS TRANSACTION**

**Questions? Call Special Event Parking at 703-993-2065 or email to: [separk12@gmu.edu](mailto:separk12@gmu.edu)**

All fields Below Must Be Completed

Name

Depart

Org Code

Email

Phone

**Save File On Your Computer and Send as Attachment to: [separk12@gmu.edu](mailto:separk12@gmu.edu)**