

Special Event Parking Request Form

In order to facilitate proximate pre-paid parking for guests of Virginia Commonwealth University, the Parking Office must arrange, ahead of time, for groups of 10 or more. A minimum of five business days in advance will ensure parking staff are prepared for your guests.

Since all events at the Scott House are by invitation only, please instruct your guests to visibly display his/her invitation on the front dash of the vehicle.

Event Information:

Name of event _____

Date of event _____

Beginning time of event _____ a.m. / p.m.

Ending time of event _____ a.m. / p.m.

Parking facility requested _____

Number of parking spaces needed _____

Number of security guards requested at lot _____

Contact name _____

Contact phone _____

Email address _____

Billing Information:

Name _____

Street address _____

City _____ State _____ ZIP _____

Parking fees must be paid before the date of the event.