This form is required for all events / conferences / gatherings or VIP’s where five (5) or more external visitors are expected on campus and wish to utilize reserve parking in Lot E. Please complete this **at least** two **(2) weeks before the event**. The Department of Public Safety is requesting this form to be filled out and submitted to DPS. If you have any questions about this form, please send them to pdeary@bryant.edu or dstaplet@bryant.edu.
If more than (5) spaces are requested, and the arrival time is going to be after 12:00 pm, than the requester must have a facility or staff member hold these reserved spaces by parking their vehicle in the requested space, then move the vehicle a minimum of one (1) hour prior to your guest arrival. If your events / conferences / gatherings or VIP’s are to arrive between the hours of 6:30 am to 12:00 pm then a facility or staff member is not needed to park in the space to hold the requested space.
If your request is for less than (5) visitors**,** than this form **must be submitted five days (5)** prior to the event. All signs must be printed out, and laminated and dropped off to DPS.
 **\***Required Fields
Event Name: **\***





Date: **\*** **Click here to enter a date.** End Date: **\*** **Click here to enter a date.**

Event Start Time: **\***  Event End Time: **\***

Department/Host: **\***

**Use this Drop Down List for spaces 24 -39**

**Use this Drop Down List for spaces 1- 24**

Lot E Spaces 1 -24: **\***  Lot E Spaces 25 - 39: **\***

Department Contact: **\***       Phone: **\***

Department Contact E-mail: **\***

SUBMIT