

# Event Parking Request Form

To schedule an event, a request must be in writing and sent (preferably by e-mail) to:  
event\_parking@harvard.edu , or fax 617-496-8278.  
Please allow two weeks to process.

## Name of Event

## Location of Event

### Date Range of Event\*

Start Date

End Date

Please submit additional requests if  
your event is more than one day.

### Time Range of Event

Start Time

End Time

Approximate Number of Vehicles:

Approximate Number of Attendees:

First Choice Parking Location

Second Choice Parking Location

*Please note that some locations may not be available during certain times of day.*

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## Contact Information

Name

Phone

Mailing Address

Fax

City

State

Zip

Email

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## Payment Information\*\*

Cash

Check

Credit Card

\*\*If paying by cash, check, or credit card, you will be contacted for payment once your invoice has  
been processed.

33-Digit Billing Code: