



VUPD Event Planning: VUMC Request Form

(To be completed after Event Parking Request has been submitted online)

Form with fields: Event Name, Event Date(s), Number of Parking Spaces needed, Garage/Lot requested, Posted Sign verbiage, VUMC Department, Event Requestor, Office Phone, Email, Cell Phone, Authorized VUMC Department Approver (print name), Authorized Approver Signature.

Financial Responsibility

Provide an authorized VUMC center number below. Expenses for this service will be included on the monthly special events bill between VU and VUMC.

VUMC Budget Workday Funding Source (CC, GR, GF, PG, or PJ):

VUMC Department General Ledger Monthly Reconciliation Contact Name:

VUMC Authorized Signatory (print): Dept Chief Business Officer

VUMC Authorized Person's Signature: Today's Date:

*Email completed form to special.events@vanderbilt.edu and cc terry.l.okey@vanderbilt.edu. Once Parking Services receives completed form, we will send to VUMC for review and signature. After the appropriate VUMC signatures are obtained VU will review the official event submission via our web form and send the event confirmation email.

Pricing Policy Reserved spaces for special event:
• \$25.00 daily per space (when received at least three business days before the event begins)
• \$15.00 per sign (without reserved spaces)
• \$40.00 daily per space (when the request is received 2 business days before the event begins)
• \$55.00 daily per space (when the request is received the business day before the event begins) All requests received less than 24 business hours in advance will be directed to pay parking in the Wesley Place Garage or 25th Avenue Garage.
• Events which occur after 5:00 pm, Monday-Friday or on weekends, which do not require "Reserved Parking" will incur a fee of \$60.00 per event in lieu of the normal per space charge.
Cancelled Events:
• Events/spaces cancelled less than 3 business days before the event will incur a cancellation fee (50% of the original charge). (Signs have already been printed and placed reserving the spaces.)
• Events/spaces cancelled the day of the event will be charged the full amount. (Signs have already been printed and placed and permit holders have made other arrangements for parking.) (Additionally, resources will have to be diverted to remove the signs and open the spaces for parking.)