Reserve your event early, apply Online!

For your convenience event forms are located online at www.wwu.edu/ps, or you may obtain one at the Parking Office.

Event Check Off

This is the information you will need to have ready, when making arrangements for parking.

☐ Name of event
☐ Dates of the event
☐ Time of the event
☐ Department sponsoring event
☐ Estimated # of cars/participants
☐ Lot preference
☐ Location of event
☐ Billing information (budget code)
☐ Indicate if you need signs
☐ Indicate if you need an Attendant
☐ Notes to remember
☐ Contact persons name
☐ Contact phone
☐ Contact mail stop
☐ Shuttle options

Event forms and parking maps online
http://www.wwu.edu/ps

For further information contact the WWU
Events Coordinator
(360)650-3606 or (360)650-2945
parking@wwu.edu

Western Washington University
Parking Services
2001 Bill McDonald Parkway
Bellingham, WA 98225-9131
(360)650-2945

After hours contact University Police
(360) 650-3555

Event Parking Information

Planning an event? Has parking been arranged?

This brochure contains information that will help assist you in organizing your event parking needs. Space is limited, early reservation is advised.
Services Offered

- Parking lot reservations.
- Directional signs.
- Event staff to direct attendees to the correct destination.
- Reservation of one or more specific parking space(s).
- Convenience of permit issuance through our office.
- Delivery of permits for self distribution.
- Tent canopy available for shuttle parking.
- Attendant to distribute permits on site.
- Pay Station Option

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cones (up to 5)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Event Attendant (per hour)</td>
<td>$11.15</td>
</tr>
<tr>
<td>Event Officer (per hour)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Event Signs</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lot Reservation (per hour)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Permit (hourly)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Permit (daily)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Permit (weekly)</td>
<td>$31.00</td>
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<tr>
<td>After hours (hourly)</td>
<td>$1.00</td>
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<tr>
<td>Sandwich Boards</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tent (per hour)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tent (daily)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Vests (up to 5)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Budgeting for an Event (continued)

A tent may be rented for the listed fee. Please note tent fee does not include assembly or delivery, you will need to make arrangements for pick-up and drop off.

An attendant may be requested, for assistance with the delivering, assembling and dismantling of the tent. This service is provided with an additional attendant fee per hour.

Permits

Permit charges vary based on the need/duration of the event.

Permits issued are not valid unless the stub is removed before displaying. Failure to remove the stub will result in your department being billed for the entire amount of permits ordered and could result in your participant being cited.

The stub must be retained for billing purposes. Return the stub(s) and unused permit(s) within 2 weeks of your event.

Parking Lot Reservation Options

A lot may be reserved with just a sign, thus you will be charged for just a sign. This requires that the patrons pay for parking via pay box or meters.

You may choose to add an event attendant, this would be at a cost of $11.15 per hour; patrons would be required to pay for parking.

The lot and an event attendant may be reserved for $51.15 per hour. This arrangement allows for the convenience of the patron to park in the designated lot as assigned, without having to pay.

Shuttle Information

Shuttles arrangements can be made through Bellair Shuttle @ (360) 543-9372.

Tickets Issued At an Event

At no time should anyone planning or working an event take a citation from an event patron. The registered owner of the vehicle is responsible for any tickets issued on their vehicle.

To avoid misunderstandings, or possible late fines/collection fees being charged, please direct those receiving a ticket to contact the Parking Office at (360) 650-2945 for assistance.

Appeals must be made within 7 days of issuance on a form provided by the Parking Office, or online at www.wwu.edu/ps.