

# Arranging Parking for Special Events

If your department or faculty will be hosting a special event where you need to provide parking for request Special Event Parking through the Parking Office a minimum of one week before the event date. There are often multiple events happening at the same time on campus so your preferred lot may not be available on your requested date/time. We recommend contacting us early to avoid event parking issues. After

Parking Staff have confirmed your parking arrangements.

To request parking for a Special Event, follow the steps below.

1) Go to the website [www.uwo.ca/parking](http://www.uwo.ca/parking)

2) Hover over Find Parking from the menu at the top and click on



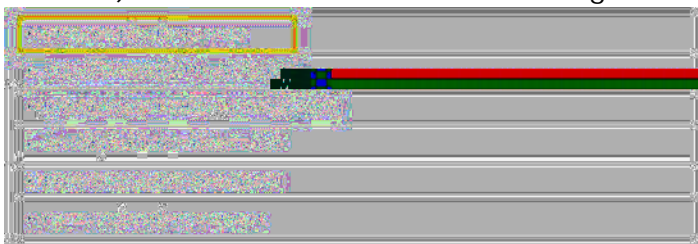
Read through the information for your preferred lot to ensure guest parking is available for

a) Return to the Map webpage: <https://www.uwo.ca/parking/find/map.html>

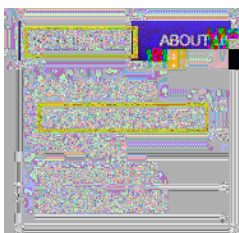


b) Below the pdf map, click on Lot Name (e.g. Althouse Lot (Lot #1))

c) Review the information including location, type of permit required, and hours of operation.



5) Click on Services Department Hosted Parking from the dropdown menu

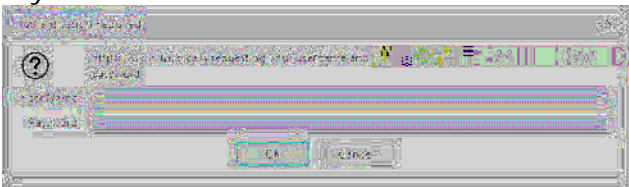


6) Click on **Special Events** from menu on the left.

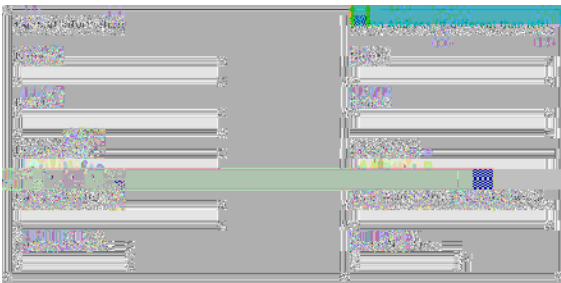
7) Review the information on the Special Event Parking **Special Event Parking for Special Events Request Form** open the online form.

: The form changes regularly so users should refresh the browser or delete the browser cache to ensure using the most recent version of the form.

8) Sign in to the form using your **Western Name and Password** This is the same information you use to log onto My HR.

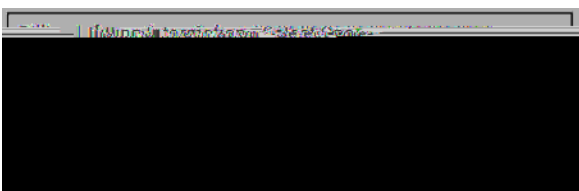


9) Complete the **Contact Information** and enter **Billing Address** if it is different from the contact details.



10) Click the applicable **Billing Information**

- a) Select the **Speed Code** option and enter a speed code if your department/ faculty is paying for parking.
- b) Select **would like to be contacted to pay by cheque or credit card** if you are paying by cheque or credit card.
- c) Select **contact me to discuss attendees paying for their own parking** if you are selecting this option.



11) Enter the Event Details and include 1st and 2nd choice lot.

a) Click see parking map to view the lots on campus, if needed.

b) When entering the event/ start time, ensure you leave a buffer for guests who arrive early, or stay after t

12) Select the cost option (A, B, C or D) that is best suited for your event.

13) Add notes or other T7k0kttitloed iothk