

Arranging Parking for Special Events

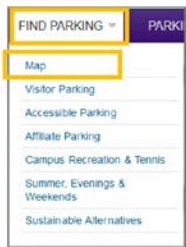
If your department or faculty will be hosting a special event where you need to provide parking for attendees, please request Special Event Parking through the **Parking Office*** a minimum of one week before the event date. There are often multiple events happening at the same time on campus so your preferred lot may not be available on your requested date/time. We recommend contacting us early to avoid event parking conflicts. Parking Services cannot guarantee parking will be available unless you have submitted your request and you have received confirmation of your Event Parking details.

TIP: To ensure your attendees are directed to the appropriate lot, please send out parking details to your guests **AFTER** Parking Staff have confirmed your parking arrangements with you.

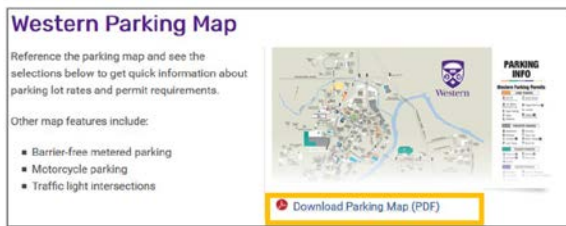
To request parking for a Special Event, follow the steps below.

1) Go to the website www.uwo.ca/parking

2) Hover over **'Find Parking'** from the menu at the top and then click on **'Map'** from the drop-down menu.



3) Click **'Download Parking Map (PDF)'** and review the parking lot locations to determine your preferred lot for the event.



4) Read through the information for your preferred lot to ensure guest parking is available for the hours of your event.

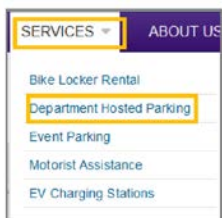
a) Return to the Map webpage: <https://www.uwo.ca/parking/find/map.html>

b) Below the pdf map, click on a **'Lot Name'** (e.g. 'Althouse Lot (Lot H) – Perimeter')

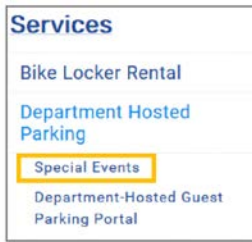
c) Review the information including location, type of permit required, and hours of operation.



5) Click **'Services'** from the menu at the top, and then click on **'Department Hosted Parking'** from the drop-down menu.



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



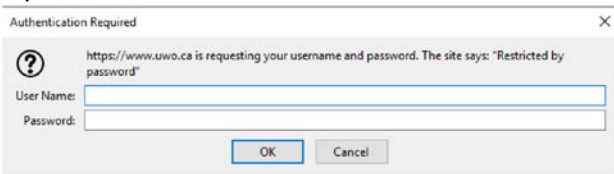
The screenshot shows a vertical menu titled "Services". The items listed are: "Bike Locker Rental", "Department Hosted Parking", "Special Events" (highlighted with a yellow box), "Department-Hosted Guest Parking Portal", and "Department-Hosted Guest Parking Portal".

7) Review the information on the Special Event Parking page and click on **'Parking for Special Events Request Form'** to open the online form.

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

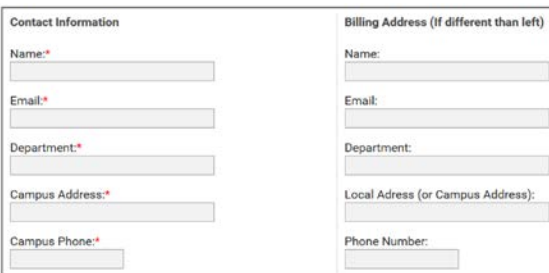
To submit a request for special event parking, please fill out the **Parking for Special Events Request Form**, and we'll get back to you to confirm your arrangements. *A Western username and password is required to access this form. If you do not have a username and password, please contact Parking & Visitor Services at wparking@uwo.ca.*

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



The screenshot shows a dialog box titled "Authentication Required". It contains a message: "https://www.uwo.ca is requesting your username and password. The site says: 'Restricted by password'". Below the message are two input fields: "User Name:" and "Password:". At the bottom are "OK" and "Cancel" buttons.

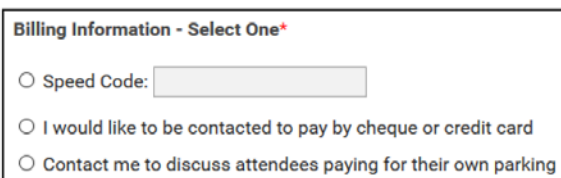
9) Complete the **'Contact Information'** and enter **'Billing Address'** if it is different from the contact details.



The screenshot shows a form with two columns. The left column is titled "Contact Information" and has fields for: "Name:*", "Email:*", "Department:*", "Campus Address:*", and "Campus Phone:*". The right column is titled "Billing Address (If different than left)" and has fields for: "Name:", "Email:", "Department:", "Local Address (or Campus Address):", and "Phone Number:".

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 **'I would like to be contacted to pay by cheque or credit card'** to pay using a credit card or cheque.
- c) Select **'contact me to discuss attendees paying for their own parking'** to select this option.



The screenshot shows a form titled "Billing Information - Select One*". It has three radio button options: "Speed Code:" (with an adjacent input field), "I would like to be contacted to pay by cheque or credit card", and "Contact me to discuss attendees paying for their own parking".

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/end time, ensure you leave a buffer for guests who arrive early, or stay after the event.

Event Details

Name of Event:*

Event Start*
Date: Time:

Event End*
Date: Time:

Estimated number of parking spaces required:*

Please indicate your preferred lot (see parking map):*

Second choice parking lot:*

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

Select Option	If
A	Attendees will pay the daily rate for parking, this is most frequently used for large events. The cost to the department is \$0.
B	The department will be paying for parking. A list of guests needs to be provided to Parking Services, and a 'per hour rate' for each vehicle will be charged to the department. Refer to the form for the current hourly rate.
C	You have a smaller event of 24-50 vehicles. The entire lot is reserved and departments are charged a flat rate per vehicle, as well as a cost to staff the lot, if required. Refer to the form for the current rates.
D	You are unsure which is the best option, contact Parking Services to discuss your needs at: 519-661-3973 or email wparking@uwo.ca .

13) Add notes or other details in the 'Additional details' notes field if you have other information that would be useful for Parking staff to know.

For example: list any exceptionalities among your guests, like the need to accommodate a certain guest due to mobility concerns.

Additional important details related to your event:

14) Click 'Submit Request Form'. A copy of the submission will be sent to the email indicated on the parking request form.

[Submit Request Form](#)

a) Review the submission email you receive to ensure the request is accurate. If you notice an error, submit a new form.

Note: Parking Services will contact the requester by phone to confirm the details and assist with the request. A confirmation email will be sent to the requester from Parking Services once all details are finalized.

*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>