

Gate Request – Huron University

Requestor (your name): _____

Name of Event: _____

Date of Event: _____

Starting and Ending Times for Event: _____

Hours that Gate is to be lifted (normally the Gate is lifted only during the times that attendees are arriving, not the entire event):

Estimate of number of Cars that will require parking for your event: _____

Select which Gate is required to be lifted (please **X** your selection):

____ South student lot, both gates

____ East Gate only – closest to the Dining Hall

____ West Gate only – at the back of the lot

____ North Faculty / Staff lot - *In general, this gate will only be raised in the evening for large public events that have external people attending.*

When classes are in session, we normally do not raise the gate between 8:30am to 3:30pm as the parking lots are already at capacity during these times.

Please note: You must allow three (3) business days for Western to process event gate requests in order for them to not ticket a non-registered vehicle. Therefore please submit your request at least three business days in advance.

This request does not guarantee your participants a spot in the lot. All cars must be parked in a legitimate parking spot. Once the lot is full, parking is no longer available.

Please complete and return this form to Kristina Lansbergen, klansbe@uwo.ca

FOR OFFICE USE ONLY:		
Contacted	Date	Time