

Event Parking Request Form

To schedule an event, a request must be in writing and sent (preferably by e-mail) to:
event_parking@harvard.edu , or fax 617-496-8278.
Please allow two weeks to process.

Name of Event

Location of Event

Date Range of Event*

Start Date

End Date

Please submit additional requests if
your event is more than one day.

Time Range of Event

Start Time

End Time

Approximate Number of Vehicles:

Approximate Number of Attendees:

First Choice Parking Location

Second Choice Parking Location

Please note that some locations may not be available during certain times of day.

Contact Information

Name

Phone

Mailing Address

Fax

City

State

Zip

Email

Payment Information**

Cash

Check

Credit Card

**If paying by cash, check, or credit card, you will be contacted for payment once your invoice has
been processed.

33-Digit Billing Code: