

# Gate Request – Huron University College

Requestor (your name): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Starting Time for Event: \_\_\_\_\_

Ending Time 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: This lot has two gates. Do you wish to raise:

\_\_\_\_ Both Gates

\_\_\_\_ East Gate – closest to the Dining Hall

\_\_\_\_ West Gate – 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.

All requests will be reviewed and you will be contacted if there are any questions or concerns.

**Please complete and return form to either Kristina Lansbergen, [klansbe@uwo.ca](mailto:klansbe@uwo.ca) or Kim Knowles, [kknowles@uwo.ca](mailto:kknowles@uwo.ca).**