

Gate Request – Huron University

Requestor (Name): \_\_\_\_\_

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

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

Starting and Ending Times for Event: \_\_\_\_\_

Hours the 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 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](mailto:klansbe@uwo.ca)

FOR OFFICE USE ONLY		
CONTACTED	DATE	TIME