

Western Carolina University

Parking Services Office

Request for Blocking Spaces/Lot or Road Closure/ Use of Barricades

Location: _____

If necessary, attach campus map with notations.

From _____ To _____
Date: _____ Time: _____ Date: _____ Time: _____

Purpose and Extent of Usage (name of event, number of spaces, number of lanes, road width, etc.):

Controls to be Provided (barricades, flagman, etc.):

Number of Barricades Requested: _____ Number of Cones Requested: _____

Do you need Parking Service Officers or Police Officers to staff this event? _____

If staffing is desired, requester must contact the Parking Services Office (828.227.7275) to make arrangements for staffing.

Budget Code: _____ Estimated Cost: \$ _____

Requests for services should be submitted at least 48 hours in advance of the event. Requests for services that are received less than 48 hours before the event may not be processed. Requests should be faxed to 828.227.7331.

Departments and organizations may request the use of barricades and/or cones; however, they are responsible for them. Replacements for lost barricades and cones will be backcharged to the department or organization.

On a case-by-case basis, a decision will be made by the Chief of Police as to whether the on-duty staff can facilitate requests for staffing. However, departments and organizations should budget for this service.

Requesting Person's Name: _____ Approved: _____

Department/Organization: _____ Date Approved: _____

Executive Council Approval: _____ Date Submitted: _____

Telephone Number: _____