

## Parking

**Contact:** Julie Kramer or Carolyn Tappan (Dean's Suite)

**Phone:** (319) 384-4658 or (319) 335-9089

**Email:** [julia-kramer@uiowa.edu](mailto:julia-kramer@uiowa.edu) or [carolyn-tappan@uiowa.edu](mailto:carolyn-tappan@uiowa.edu)

As you are aware parking at the Law School is extremely limited. A few spaces are available for events. Please make all parking arrangements through Julie Kramer or Carolyn Tappan. Please complete the following information.

## Event Information

**Group Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone and/or Email:** \_\_\_\_\_

**Date & Location of Event:** \_\_\_\_\_

## Guest and Parking Pass Information

**How many guests will require parking for your event?** \_\_\_\_\_

*NOTE: This question refers to the speakers and special guests at your event not general attendees.*

**Please provide a list of the guests/speakers who require parking:**

1.) \_\_\_\_\_

6.) \_\_\_\_\_

2.) \_\_\_\_\_

7.) \_\_\_\_\_

3.) \_\_\_\_\_

8.) \_\_\_\_\_

4.) \_\_\_\_\_

9.) \_\_\_\_\_

5.) \_\_\_\_\_

10.) \_\_\_\_\_

*NOTE: Each parking pass has a cost associated with it. Carolyn and Julie will explain these costs as well as the parking options available to you. If you have more than 10 guests include their name(s) in the "submit form" email.*

**How many days will your guests need parking?**

*NOTE: If parking varies by guest you can indicate the number of days next to their name above.*

**Are there are any special needs/accommodations that we need to be aware of?**

*(Wheelchair access, physical impairment, etc...)*

Unused parking passes must be returned to Julie Kramer or Carolyn Tappan.

In some instance parking passes will not be available and your guests may be asked to use the public or metered parking. Public parking is available in Lot 14 on Melrose Avenue or in the Parking Ramps by the Field House and UIHC.

Please click the 'Submit Request' button below. Once Julie and Carolyn receive your email they will contact you with additional information regarding parking as well as answer any questions you may have.