



**SACRAMENTO  
STATE**

**California State University, Sacramento**  
**University Transportation and Parking Services (UTAPS)**  
6000 J Street • Sacramento, CA 95819-6076  
T (916) 278-7275 • F (916) 278-5078 • [www.csus.edu/utaps](http://www.csus.edu/utaps)

***Event Coordinator:***

Thank you for arranging your event with Sac State. Below you will find pertinent information that we hope will greatly aid you in making your event a successful endeavor.

All vehicles parked at Sac State are required to display a valid Sac State Parking permit. Parking regulations are enforced 24 hours a day, 365 days a year. Your event attendees can receive daily parking permits in any one or combination of the following methods:

- ~ You may advise your participants of the need to purchase daily parking permits at the cost of \$6.00 per permit. These permits can be purchased at daily parking machines located throughout campus and on the 3<sup>rd</sup> floor of each parking structure. These permit machines accept cash and most major forms of credit card as payment. These daily permits should be purchased the day of the event.
- ~ You have the option of purchasing parking permits in advance of your event and providing them to your attendees. These permits are \$6.00 per permit and can be purchased at the Parking Office in Folsom Hall which is located at 7667 Folsom Boulevard.

Whichever option you select, it is very important to the success of your event that your parking arrangements are in place with UTAPS and have been communicated to your event attendees well in advance of your event.

We strongly encourage that you visit our website at [www.csus.edu](http://www.csus.edu). The website has a variety of maps as well as the answers to many pertinent questions. If you have additional questions regarding your parking options or additional services provided by our organization please feel free to contact us well in advance of your event.

**Please send a detailed email to [eventparking@csus.edu](mailto:eventparking@csus.edu) . The email should contain the following information:**

- ~ Name of Organization
- ~ Name of Event
- ~ Date, Time and Location of Event
- ~ Number of Individuals Anticipated for Attendance.

Cordially,

University Transportation and Parking Services (UTAPS)  
[www.csus.edu](http://www.csus.edu)  
[eventparking@csus.edu](mailto:eventparking@csus.edu)  
(916) 278-5244