

Guest Speaker Parking and Gift Instructions



Parking

- If your guest speaker is visiting during a restricted lot 90 (8am-4pm, M-F), you will need to follow the instructions below. Otherwise, no permit is needed
- Obtain your guest's license plate information (number and state of registration) as it will be needed to obtain a parking pass
- Two options when requesting/paying for a parking pass through KU Parking
 1. Go to the KU Parking office within the Allen Fieldhouse parking garage and request a parking permit and pay on the spot with cash, check, or credit card
 2. Have your faculty advisor send an e-mail to KU Parking to request a permit that is billed to the School of Business master account. You must also let KU Parking know which student organization will be receiving the permit
- Guests cannot park in the blue spots facing Capitol Federal Hall, but all spots in lot 90 (yellow parking) are available
- 1/2 day (AM or PM) - \$8 and full day - \$16

Gifts

1. Visit the gift cabinet in Capitol Federal Hall 2127
2. Tell the person working that your club is a UBC organization
3. Select your gifts and fill out the check-out form
 1. Use the UBC CF1 code (CF1 code numbers are located on the first sheet of the binder)
 2. Please note each selected gift name and price
4. Email kacrabb@ku.edu with a list of each gift, its price, and what each gift is for
5. You're done! UBC will be charged for the gift(s)