



Los Angeles World Airports

Special Events Parking Request

Effective January 1, 2014

Guidelines:

- 1) LAWA-Employee Special Events – Special events hosted by LAWA for employees and their families are eligible to receive validated parking at LAX parking facilities provided validations are approved in advance by the Executive Director, or designee, which is currently the Deputy Executive Director for Operations and Emergency Management.
- 2) LAWA-Sponsored Special Event – Participants of LAWA-sponsored events including the following: 1) LAWA-conducted news conferences and special events, and 2) launch of new airline service; however, validated parking is limited to a maximum of fifty (50) validations per event. Any event that exceeds fifty (50) validations would be billed at the posted parking rates. The event organizer must follow and strictly adhere to the procedures provided below.

Organizers of special events that are not LAWA-sponsored may obtain a validation machine, subject to the posted parking rates. Payment may be made at the conclusion of the event after all parking fees have been accounted for; however, a credit card number must be provided prior to picking up the validation machine.

Procedures:

- PRIOR to the Event – Send a request to Parking Services Office (PSO) for a validation machine at parking@lawa.org. The event organizer may download the form from the LAWA website. The completed request form must be submitted to the PSO 1 week in advance of the event. All requests are subject to review and approval by the Executive Director or designee, which is currently, Deputy Executive Director, Operations and Emergency Management.
- DURING the Event – The event organizer or representative will have to pick-up the validation machine from the PSO and must provide a credit card number. Failure to provide a credit card number will result in PSO not releasing the validation machine. The event organizer can either do this on the day of the event or before the event; provided, their request has been approved. The person picking up the validation machine must sign the parking validation log before they take out the validation machine.
- AFTER the Event – Return the validation machine to the PSO and any validations exceeding fifty (50) will be billed accordingly to the credit card account provided. Once the billing process is performed all credit card information will be destroyed in compliance with Payment Card Industry security standards.