

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

PARKING SERVICES ~~ SPECIAL REQUEST FORM

Date of Request: _____ Name of Event: _____ Anticipated Attendance: _____

Requesting Department/Group/School: _____

Signature of Department Head/Fiscal Officer: _____

Account Title/Budget Purpose Number to be charged: _____

Contact: _____ Phone: _____ Email: _____

Request for Guest Permits (non-university personnel) (\$3.00 per day, \$30.00 per semester requested)

Requested Lot(s): _____ Number of Guest Permits: _____

Date(s) and Time(s) Required: _____

Guest Name: _____ Vehicle Plate/State: _____

Special Request for New Employee Complimentary 2 Week Permit (no charge)

Employee Name: _____ Requested Lot(s): _____

Dates Requested: _____ Vehicle Plate/State: _____

Request for Lot B Code (non-university personnel) (\$3.00 per use)

Date(s) and Time(s) Required: _____

If multiple dates/times/info required, list here: _____

Request for Suspension of Ticketing (\$100 per hour/per lot) (Lot B - \$200 per hour for more than 250 guest, \$225 per hour for lot buyout.)

Requested Lot(s): _____ Additional items: _____

Date(s) and Time(s) Required: _____

If multiple dates/times/information required, list here: _____

Has Conferences & Institutes been notified of this event? No ____ Yes ____ Name: _____

Is there an admission fee charged to the guest(s) to attend this event? What is the charge? \$ _____

Request for Service Permit: (permits issued are to be shared among department employees)

Department Name: _____ School/College: _____

Number of permits currently held in the department: _____ Number of employees in department: _____

Reason for request: _____

All service permits expire October 31. Approved service permits are renewed automatically.

Special Request Forms must be submitted AT LEAST TWO (2) WEEKS IN ADVANCE to Parking Services, Box 1044, Room 1113, Rendleman Hall. You may fax request to: 618/650-3673. Questions may be directed to Parking Services at 618/650-3680.

PARKING SERVICES ONLY:

Approved: _____ Signature: _____ Date: _____

Denied: _____ Reason: _____

Permit(s) #: _____ Rec'd. by: _____ on Date: _____

Code #: _____ Enter Date: _____ Issue Date: _____