

# SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

## Parking Services – Special Request Form

Requesting Department/Group/School: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Event Contact Email: \_\_\_\_\_  
Account Title/Budget Purpose Number: \_\_\_\_\_ Billing/Reporting Use Email: \_\_\_\_\_  
Fiscal Officer/Delegate Signature: \_\_\_\_\_

***Request for Guest Virtual Permit(s) (non-university personnel) (\$3.00 per day, \$30.00 per semester requested)***

Requested Lot(s): \_\_\_\_\_ Estimated Number of Guest Uses: \_\_\_\_\_  
Date(s) and Time(s) Required: \_\_\_\_\_

***Request for Small Event Parking - Virtual Permits (Under 100 Guests) (non-university personnel only) (\$3.00 per use)***

Name of Event: \_\_\_\_\_  
Date(s) and Time(s) Required: \_\_\_\_\_ Requested Lot(s): \_\_\_\_\_

***Request for Large Event Parking - Suspension of Ticketing (Over 100 Guests) (\$100 per hour/per lot)  
(Lot B - \$200 per hour for more than 250 guests, \$225 per hour for lot buyout)***

Name of Event: \_\_\_\_\_  
Requested Lot(s): \_\_\_\_\_ Date(s) and Time(s) Required: \_\_\_\_\_

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

Employee Name: \_\_\_\_\_ Requested Lot(s): \_\_\_\_\_  
Dates Requested: \_\_\_\_\_ Vehicles Plate/State: \_\_\_\_\_

***Request for Use of LED Signage***

To request use of LED signage to support events, use LED Sign Request Form found [here](https://www.siue.edu/parking/pdf/LEDSignRequestFormsep2025.pdf) (https://www.siue.edu/parking/pdf/LEDSignRequestFormsep2025.pdf)

***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 Service Permit is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Request Forms must be submitted AT LEAST One (1) WEEK IN ADVANCE to Parking Services, Box 1044, Room 1113, Rendleman Hall. You may fax request to: 618/650-3673 or Email request to: [parking@siue.edu](mailto:parking@siue.edu)  
Questions may be directed to Parking Services at 618/650-3680.**

**PARKING SERVICES ONLY:**

Approved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Denied: \_\_\_\_\_ Reason: \_\_\_\_\_ Cost: \_\_\_\_\_