

# SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

## Parking Services – Special Request Form

Date of Request: \_\_\_\_\_ Name of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Requested Department/Group/School: \_\_\_\_\_

Account Title/Budget Purpose Number: \_\_\_\_\_ Signature of Fiscal Officer: \_\_\_\_\_

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: \_\_\_\_\_ Vehicles Plate/State: \_\_\_\_\_

### **Request for Pay by Space Code (non-university personnel only) (\$3.00 per use)**

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

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 guests, \$230 per hour for lot buyout)**

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

If multiple dates/times/info required, list here: \_\_\_\_\_

Is there an admission fee charged to the guest(s) to attend this event? \_\_\_\_\_ If yes, 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: \_\_\_\_\_

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

To request use of LED signage to support events, use LED Sign Request Form found [here](http://siue.edu/parking/parking-rates/index.shtml) (siue.edu/parking/parking-rates/index.shtml)

### **Reason for above Request/Additional Information**

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**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@lists.siue.edu**

**Questions may be directed to Parking Services at 618/650-3680.**

#### PARKING SERVICES ONLY:

Approved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Permit(s) #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Code #: \_\_\_\_\_ Enter Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_