



# Visitor Parking Request

(Due to limited spaces, requests will be considered on a first come, first served basis)

Date: \_\_\_\_\_

To: Office of the Vice President of Administration

Subject: Visitor Parking Request for \_\_\_\_ vehicle (s)

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Requested by: \_\_\_\_\_ Department: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Division's Dean or Vice President) Print Name

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Purpose of Visit: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Visitor(s) / Vehicle(s) information:

Name #1: \_\_\_\_\_ Name #2: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle Plate #: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_

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**For Office of the VP of Administration use only:**

Authorized By: \_\_\_\_ VP of Administration / \_\_\_\_ VP's Designee \_\_\_\_\_  
Print Name

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

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Department: \_\_\_\_\_

Additional Visitors / Vehicles information:

Name #3: \_\_\_\_\_ Name #4: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle Plate #: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_

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Name #5: \_\_\_\_\_ Name #6: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle Plate #: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_

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