

**ADDITIONAL PARKING REQUEST**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 (Last) (First)  
 Permit # \_\_\_\_\_ License Plate \_\_\_\_\_  
 Residence Hall \_\_\_\_\_ Today's Date \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Telephone # \_\_\_\_\_

This form must be completely filled out. Explain where and when you need additional parking and the reason for your request. **Back to back classes will not be accepted as a reason for additional parking. Night commuter permit permits are not eligible for additional parking.** Requests for a medical reason must be submitted with the Certification of Medical Need form completed and signed by a physician. If this form is not filled out completely, it will not be reviewed. If your additional parking request is approved, a fee will be assessed\*. In all cases, the class schedule must be filled out. Please include email address as all notifications of final decisions will be sent via email.

*\*fee not required for additional parking due to medical need*

**BRIEF STATEMENT OF REASON FOR REQUEST**

**PLEASE FILL IN BUILDING AND CAMPUS.**

| PERIOD | TIME | MON | TUES | WED | THURS | FRI |
|--------|------|-----|------|-----|-------|-----|
| 1      |      |     |      |     |       |     |
| 2      |      |     |      |     |       |     |
| 3      |      |     |      |     |       |     |
| 4      |      |     |      |     |       |     |
| 5      |      |     |      |     |       |     |
| 6      |      |     |      |     |       |     |
| 7      |      |     |      |     |       |     |
| 8      |      |     |      |     |       |     |
| 9      |      |     |      |     |       |     |

**If and RU Department is paying the fee this form must be accompanied by an IPO or it will not be processed**

|                        |                           |
|------------------------|---------------------------|
| <b>OFFICE USE ONLY</b> | APPROVED BY: _____        |
| LOTS: _____            | FEE COLLECTED: _____      |
| HOURS: _____           | DENIED BY: _____          |
| DAYS: _____            | ADDITIONAL PARKING# _____ |
| START DATE: _____      | EXPIRATION DATE: _____    |