

SPECIAL PROGRAM PERMIT REQUEST FORM

TO: Patressa McLaurin
Head Registration Rep.
Department of Transportation Services

DATE: _____

DEPARTMENT: _____

DEPARTMENT ADDRESS: _____

DEPARTMENT CONTACT PERSON: _____

PHONE NUMBER: _____ AMOUNT OF PERMITS: _____

AMOUNT OF ATTENDEES: _____ DATE OF EVENT: _____

NAME OF EVENT: _____

EVENT LOCATION: _____

LENGTH OF EVENT: _____

This form must be filled out entirely permits will not be issued if this form is incomplete. **Please allow 2-3 business days to process requests.** An additional fee may be applied to requests submitted less than 24 hours before the event. For your convenience, please refer to our website for the campus map indicating where the lots are located.

https://ipo.rutgers.edu/sites/default/files/0255%20Campus%20Map%202017-2018_1.pdf.

Use of this permit by Rutgers students, faculty (includes PTL's), or staff (includes temporary and hourly Type 4 employees) is prohibited and can result in a \$100.00 fine. Abuse of these permits by a department can result in having special program privileges revoked.



Frequently Asked Questions

Who can use Special Program Permits?

Special Program permits are for the use of individuals who are visiting the campus and are taking a course or program that is run on regular basis not more than 20 people at one time.

Where can people park with this permit?

Parking is available in our commuter lots only.

How long is this permit valid?

This permit is valid for the length of the program on a daily basis. These permits are not valid for overnight or metered parking.

What if I don't know the exact number of attendees?

You can estimate the maximum number of attendees expected (ex: 15-20 guests you should order at least 20 permit).

How many permits can a department order?

You may order as many as you need depending upon the frequency of your programs.