



Southwestern Oregon Community College Administrative Services PARKING PERMIT APPLICATION

To request a permit to park in an area(s) designated as "Permit Parking Only," complete this form, in its entirety, and **return it to in Administrative Services**. Allow five (5) working days to process permit requests. Print information on this form clearly and legibly.

NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____ PHONE: (____) _____

STATUS: Employee (job title/dept): _____
 Student (program): _____
 Other: _____

LOT REQUESTED: Fairview Prosper Sumner Umpqua
 Empire/PAC* *does not include 4 spaces behind bookstore.*

DATE(S) NEEDED: Continuing _____ Term* (specify i.e., Fall 2002)

For a specific period of time* (From/To): _____
**it is the responsibility of the permit holder to renew a parking permit.*

VEHICLE LICENSE PLATE: _____ VEHICLE YEAR: _____
** if your vehicle or license changes, you must notify the Office of Administrative Services.*

VEHICLE MAKE & MODEL: _____ VEHICLE COLOR: _____

Is this request for an additional permit for an additional vehicle? Yes No
Does this request replace a currently approved vehicle? Yes No
If yes, what is the license plate of that vehicle? State: _____ Lic.# _____
Permit # _____ Do you need a new permit? Yes No

Reason permit is needed: _____

Note: Permits are issued based on *need*. Do not expect to receive a permit because you want to park close to your office.

I understand that parking permits are issued on a basis of need and are valid only for the period of time that need exists. Should the reason for my request no longer be in effect, my permit may be invalidated. Furthermore, I understand that the permit itself is not valid unless recorded on the log kept in Administrative Services. Parking permits are issued at the discretion of the VP of Administrative Services, or his designee, and may be revoked when appropriate. Permits are valid only for the vehicle and lot issued. All parking laws, rules and regulations and college policies apply.

Signature of Applicant

Date

____ APPROVED permit # issued/date _____

____ DENIED reason _____