

VISITOR/GUEST PARKING PERMIT REQUEST FORM

These Permits are for use by guests of the University ONLY. These permits may NOT be used by staff or students. The issuing department assumes all responsibility for the proper completion of the permit information.

- ☐ Requests are filled in the order they are received.
- ☐ In the event that we are unable to fill the requested order, you will be contacted for alternate arrangements.
- ☐ All orders must be submitted a minimum of two business days prior to the pick-up date.
- ☐ All orders requested with less than two business days, if processed, will be subject to a RUSH fee of \$25.00 at Parking Services discretion.
- ☐ Rush or large orders require approval by the Parking Services Manager.
- ☐ Parking Services is unable to guarantee availability in requested location or requests placed with less than one business day's notice.
- ☐ All permit orders are non-refundable and cannot be exchanged.

CONTACT NAME:

PHONE #:

TODAY'S DATE:

E-MAIL:

DEPARTMENT NAME and ADDRESS:

JUSTIFICATION FOR PURCHASE (mandatory for FOAPs beginning with 3XXXXX):

FOAP:

NAME OF SIGNING AUTHORITY:

SIGNATURE:

PERMIT TYPE: Choose a permit type

LOCATION: Choose a location

QUANTITY:

PERMIT VOUCHER DATE:

PARKADE VOUCHER TIME (mandatory):

** Due to congestion issues, Parking Services will NOT be able to guarantee spots for any requests made for B Lot*

PERMITS TO BE:

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PICKED-UP

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INTER-DEPARTMENT MAIL

IF PICK UP, PLEASE INDICATE NAME(S) OF GUEST(S) OR DEPARTMENT PERSONNEL PICKING UP PERMITS:

IF INTER-DEPARTMENT MAIL:

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DELIVER TO ADDRESS ABOVE

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DELIVER TO THIS ADDRESS:

SPECIAL INSTRUCTIONS/FUNCTION NOTES:

SCAN AND EMAIL THE COMPLETED FORM TO PARKING_SERVICES@UMANITOBA.CA, OR FAX TO 204-474-7658.

IF YOU HAVE MORE THAN ONE ORDER TO SUBMIT, PLEASE SUBMIT SEPARATELY.

CASUAL PERMITS WILL EXPIRE MARCH 31 OF EACH YEAR.