

**SUNY Geneseo**  
**Request for Conference or Event Parking Permits**

Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requesting Department/Office: \_\_\_\_\_

Address of Requester (include room number): \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Number of Permits Requested: \_\_\_\_\_

Dates of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Need Campus Maps? \_\_\_\_ Yes \_\_\_\_ No      How many? \_\_\_\_\_

Check one:    Pick up \_\_\_\_    Delivered \_\_\_\_

**Note: A specific lot will be designated on the parking permits.**

**Please note:**

Conference or event parking permits are issued to visitors who have no other affiliation with SUNY Geneseo. Students, Graduate Assistants, Faculty or Staff (temporary, part-time, etc.) are ineligible to receive a conference or event parking permit. If you have any questions, please call 245-5978.

Mail requests to the Parking Service Office, 19 Schrader Hall or fax to 245-5653 **four weeks** in advance of the scheduled conference or upcoming event.

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**FOR PARKING SERVICE USE ONLY:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Done By:** \_\_\_\_\_

Type of permits issued: \_\_\_\_\_ Approved Lots: \_\_\_\_\_