PARKING & TRANSIT SERVICES RESERVATION FORM

Department: _____ Email: _____
Contact Person: _____ Today's Date: _____
Billing MailStop Address: _____ Phone: _____
9 Digit Account Number: _____ 2nd Phone: _____
Banner Account Number: _____
Fund Org Program
Event Date: _____ Name of Event: _____

Check All Types of Services Requested Below

- ☐ Parking Attendants
- ☐ Bollard Removal
- ☐ Cone Rental
- ☐ Travel Passes
- ☐ Bus Parking
- ☐ Meter Reservation
- ☐ Unreserved Space (Inside Gated)
- ☐ Reserved Space (Inside Gated)
- ☐ Reserved Space (Outside Gated)
- ☐ Barricade Rental
- ☐ Golf Carts 4 Seater
- ☐ Golf Carts 6 Seater

- ☐ Shuttle Reservation/How Many Shuttles? _____ How Many Passengers? _____
- ☐ Bus Reservation/How Many Buses? _____ How Many Passengers? _____
- ☐ Van Reservation/How Many Vans? _____ How Many Passengers? _____
- ☐ MiniVan Reservation/How Many Vans? _____ How Many Passengers? _____

Trip Details or Specific Instructions: (MUST INCLUDE ITINERARY FOR SHUTTLE, VAN, AND BUS RESERVATION. You may include them on a separate sheet of paper.) _____

_____

_____

_____

_____

_____

*** Do you need a wheelchair accessible shuttle (ADA): ☐ YES ☐ NO

I, _____, have read and understood that all request are subject to the approval by the Director or appropriate staff of the Parking & Transit Services Department. I have also read all the rules and regulations of the department, and therefore take responsibility of all rented furnishings during our rental time.

Any request 24 - 48 hours prior to the event date may not have standing due to availability of buses or drivers. Prompt payment is required in order to prevent renters account from being placed on hold status. All check payments must be approved by Terence Stringfellow before filling out form. It is the responsibility of the renting party to provide their 9 digit account number and/or banner account number on this form.

Signature _____ Date _____

UPON COMPLETION OF THIS FORM PLEASE RETURN TO TERENCE STRINGFELLOW AT MAIL STOP 9568 , EMAIL TO TSTRINGFELLOW@PARKINGTRANSIT.MSSTATE.EDU, OR CALL 662.325.0017.

For Transit Use Only:

R: D: C: