

PARKING & TRANSIT SERVICES RESERVATION FORM

Department: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Billing MailStop Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Banner 9 Digit Account Number: \_\_\_\_\_  
Banner Account Number: \_\_\_\_\_

Event Date: \_\_\_\_\_ Fund \_\_\_\_\_ Org \_\_\_\_\_ Program \_\_\_\_\_  
Name of Event: \_\_\_\_\_

Check All Types of Services Requested Below

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

- 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 Tanner Roberson 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  
TANNER ROBERSON AT MAIL STOP 9568  
EMAIL TO TROBERSON@PARKINGTRANSIT.MSSTATE.ED  
PHONE: (662) 325.3940.