

Occasional Business Parking – Authorization Form

Free daily parking is available in the Rosalie K Stahl Building for employees who normally take public transit or alternative transit to work, but are required to drive to the University because of off-campus business meetings. Employees must reserve these spaces by completing this form and forwarding to the Human Resources Office at least 48 hours in advance. The Human Resources Office will notify the garage.

Employee Name: _____

Department: _____ University Ext. _____

Name of Person(s) Parking: _____

Date to Park: ____/____/____

Description of Business Need:

Supervisor Signature: _____ Date: _____

Entrance to the Rosalie K. Stahl Building garage is at the back of the building, on Tremont Place. Parking is through valet only. Garage hours are Monday-Friday 6am - 8pm, Saturday 8am - 4pm, Sunday 8am - 2pm. Vehicles in the garage at closing time are placed outside on Tremont Place. Keys will be held at the security desk in the lobby of the Stahl Building.