



# Department of Public Safety: Parking Services



## Parking Permit or Meter Request

### Permit Requests:

<b>Guest Permit:</b>	\$2.00 each	<i>Number requested:</i>
<b>Guest* Non-Affiliate Permit</b>	\$30.00 per semester	
<b>Contractor** Permit:</b>	\$60.00 a calendar year	<i>Number requested:</i>
<b>ADA*** University Permit:</b>	Free – Valid University decal must be displayed	

**Notes:** \* Guest Non-Affiliate Permits are not issued to faculty, staff, students or affiliates. They will only be issued to outside non-affiliates that may be serving on boards or committees. University faculty, staff, students and affiliates are required to register their vehicles and purchase an annual decal to park on campus or adjacent streets.

\*\*Contractor Parking Permits are only valid in parking spaces or locations specifically marked "Facilities Parking."

\*\*\*ADA University Permits are not legal permits for public street parking and are only valid on University owned/leased property. Vehicles displaying this hangtag are still required to register and display a University decal. Medical documentation may be required.

### Meter Requests:

<b>AU Meters reserved:</b>	\$35.00 – daily admin fee for University departments & divisions \$100.00 – daily fee for outside organizations
<b>JH Meters reserved:</b>	\$35.00 – daily admin fee for University departments & divisions \$50.00 – daily fee for outside organizations

### Requestor:

**Note:** This form must be submitted 10 (ten) business days in advance if requesting multiple permits or reservation of University parking meters. You will be notified if your request is approved. **Please send completed forms via campus mail attention: "BUPD: Parking Services."**

### Department:

### Payment:

Account	Fund	Department	Program	Class	Project/Grant

### Event/Reason:

### Vehicle Information:

**Vehicle Year/Make:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License#/State:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Contact #/Email:** \_\_\_\_\_

Permit holders agree to abide by all Butler University Parking Services rules and regulations. Failure to comply with rules/regulations will result in a revocation of the permit. Faculty, staff, and students are only eligible for a guest parking permit for specific reasons as outlined in the Parking Regulations policy.

Guest/Contractor/ADA parking permits are valid for designated areas only and are not valid for athletic events or Clowes Memorial Hall events. Parking Services reserves the right to close off any space or restrict parking lots for special events.

**Signature:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_