

Visitor and Event Permit Request Form

ALL REQUESTS FOR 10 OR MORE PERMITS MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE OF THE EVENT – ALL OTHER REQUESTS MUST BE SUBMITTED AT LEAST 3 BUSINESS DAYS PRIOR TO THE EVENT

Name _____ Phone Number _____

Department (If college employee) _____

Reason For Permit Request

Visitor Event

Permit Details

Name of Visitor or Event _____

Number of Permits Requested _____ Date Permit is Needed For _____

Will you be faxing the permit(s)? Yes No

Special Instructions _____

How Permit Will Be Delivered

Inter-Office Mail Picked Up at GCC Police Station (SM153)

Picked Up at GCC Police Sub-Station (Lot B-Parking Structure)

The Police Department is no longer able to fax parking permits for visitors or events. Permits must be faxed by the person requesting the permit.

****** For Security Reasons We Do Not Send Permits By Electronic Mail******

Do Not Write Below This Line—For Police Dept. Use Only

Date Request Received _____ Request Received By _____

Approved By _____ Date Approved _____

Prepared By _____ Date Prepared _____