

Visitor and Event Permit Request Form

ALL REQUESTS FOR 20 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 of Visit or Event _____

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

*Standard permits may NOT be faxed or copied. A special "Fax" permit is required.

Special Instructions / Requests: _____

How Permit Will Be Delivered

☐ Campus Mail System ☐ Picked Up at GCC Police Station (SM153)

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.

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 _____