



# Temporary Reserved Parking

ROUTING  
TPS, MSC 3PAR  
parking@nmsu.edu  
Phone 646-1839  
Fax 646-7814

A request for reserved parking may be made ONLY by an official university department. **All fields are required unless otherwise noted.** Request form must be received 10 working days prior to intended start date. Parking approved under this request is in accordance with NMSU Policy 2.95, Parking and Traffic Regulations.

## SECTION 1: REQUESTOR INFORMATION

Department Contact: \_\_\_\_\_ NMSU Department: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Location of Area Requested: \_\_\_\_\_ # Parking Spaces: \_\_\_\_\_ Banner Index: \_\_\_\_\_ Banner Fund: \_\_\_\_\_

Intended Start Date: \_\_\_\_\_ Intended End Date: \_\_\_\_\_

- Type of Event:
- Conference
  - Meeting
  - Construction Project Staging  
(vendor parking permit and site drawing are required)
  - Other (specify)  
\_\_\_\_\_

Guest Names (if applicable): \_\_\_\_\_

## SECTION 3: REQUESTOR APPROVAL

**Authorizes charge for reserved parking and damages, if applicable.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4: INTERNAL USE ONLY

# Reserved Parking Signs: \_\_\_\_\_

Pre-walkthrough date/initials: \_\_\_\_\_ (attach notes regarding condition of signs, pavement, curbs, etc.)

Post-walkthrough date/initials: \_\_\_\_\_ (attach notes regarding any change in the condition of signs, etc.)

Approved  Denied (reason) \_\_\_\_\_

TPS Manager or Director (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_