

The Lawrence

PARKING PERMIT REQUEST

LHS CONTACT: _____

DEPT: _____

EMAIL: _____

DATE: _____

EVENT DETAILS

NAME/TITLE: _____ DATE: _____

DESCRIPTION: _____

H PERMITS @ \$8 ea.: _____

C PERMITS @ \$16 ea.: _____

PICK-UP DATE: _____

CHARGE TO:

BU	ACCT	FUND	DEPT	CF1	CF2	DEPT NAME	AMOUNT
1	56520						

FA APPROVAL	Print: _____	Signature: _____	Date: _____
SUPERVISOR/PI APPROVAL	Print: _____	Signature: _____	Date: _____

OFFICE USE ONLY:	Pass #: _____	Sign: _____	Date: _____
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PLEASE NOTE: PER UC POLICY, HILL PERMITS CANNOT BE USED FOR EMPLOYEE PARKING.

Campus 'C' Permits are valid in C, F, H, and S lots, subject to posted signs. After 10:00 a.m., permit holders may park in carpool spaces in any lot. Permits are not valid in designated reserved spaces, nor red zones or unmarked spaces.

Hill 'H' Permits are valid 7:00 a.m. to 5:00 p.m. at LHS, Space Sciences Laboratory (SSL), or Botanical Gardens Lot. After 5:00 p.m. and on weekends, H permit holders may park in any C, F, or S lots, subject to posted restrictions.

For the purposes of this request, **"visitors" are defined as guests of The Lawrence** (e.g. visiting donors, one-time or annual event personnel, participants in a workshop or on-site study, etc.) These passes are not meant for distribution to approved volunteers (managed under the Lawrence Volunteer Program.)

Approved requests should be submitted to the Business Administration Office **at least two weeks prior to the pick-up date**, and picked up at least one day before they are to be distributed. This is to both ensure that the Office has enough time to pick up additional passes from campus P&T if needed, and to coordinate hybrid staff availability.