



Conference/Guest Permit Request

To request conference/guest permits fill out the form below and email/mail it to Parking Services. **A minimum of 48 hours advanced notice is required for all requests.**

Category Type (select one from below): On-Campus Organizations

- **On-Campus Organizations** - These are departments, colleges, and statewide sites that are all part of NAU's structure and are directly affiliated with NAU.
- **Off-Campus Organizations** – This are businesses, departments or organizations that are not affiliated with NAU but are holding an event on campus. Organizations that are housed on campus, but are not directly part of the NAU will also fall into this category.
- **Summer Conferences** - Conferences that are held on campus during the summer (May through August) and are scheduled through the du Bois Conference Center typically fall into this category.
- If you are unsure of the category your organization fits in, please call 928/523-6623 for assistance.

First Name: _____ Last Name: _____ Title: _____

Email Address: _____ Phone: (555) 555-5555

Supervisor Name: _____ Supervisor Title: _____

Department: _____ Dept. Phone: (555) 555-5555

Address: _____

City: _____ State/Province: AZ Zip/Postal: _____

Name of Event: _____ Location of Event ([building](#)): _____

Start Date (mm/dd/yyyy): _____ End Date (mm/dd/yyyy): _____

Number of Permits Requested:		
Regular:	Handicap:	Total:

Additional Comments:

Note: This section is required if you are an **On-Campus Organization** or a **Summer Conference and billing through an NAU department**.

Dept:	Unit:	Object: 7390	Sub Object:90
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Permits are charged at \$2.00 per day through August 15, 2009.

Permits are charged at \$3.00 per day beginning August 16, 2009.

No refunds will be issued for unused permits.

By submitting this form to Parking Services you are saying that you understand that the requested permits are to be utilized for the convenience of guests to the University ONLY (University employees and students are not considered guests) and that you and/or your department will be held responsible for any mishandling or unauthorized use of the permits assigned to you.

NOTE: Parking Services reserves the right to revoke or deny the issuance of Conference/Guest permits, to recall and outstanding or unused permits, and to inspect the Guest issuance log at any time.