Instruction for Free Parking Permit Waiver Request

1. Use the Parking Permit Waiver Request.pdf to fill out a request for a parking permit at Mt. San Jacinto Community College.
2. Please ensure that all highlighted fields are filled out before routing the pdf for signature approval including Campus Location, Contact Phone Number, Last Name, First Name, Middle Initial, Date of the Event, Number of Permits being requested, the Organization that is requesting the permits, email of the person requesting the permits, and the Department Chair/Director signature, Area Dean Signature, Division Vice President signature, and the Director of Campus Safety signatures. When routing signatures in Adobe Sign, please follow this exact order.

Mt. San Jacinto Parking Permit Pass Request

Routing: Please send all completed requests to: Parking@msjc.edu and follow Event Parking Instructions for PDF Routing/Locations.

Campus Location
- ☐ SanJacinto Campus
- ☐ Menifee Campus
- ☐ Temecula Campus

Contact Phone Number: _____

Last	First	M.I.

| Date of Event: | | Organization: | |
| Number of Permits | | Email: | |

Authorizing Signature – Department Chair/Director: _____

Authorizing Signature – Area Dean/Administrator _____

Authorizing Signature – Division Vice President: _____

Authorizing Signature – Director of Campus Safety _____

- All areas on campus where cars may be legally parked are designated for students, faculty and staff. The privilege to park anywhere on campus is dependent upon the validity of the permit, with the exception where permits aren't required, i.e., visitor spaces or loading and unloading areas.
- Restricted areas: an area designated as "Staff/Faculty Parking Only" are for the use of faculty and staff with staff parking permits only. Staff lots and staff spaces may be reserved for staff and faculty, although; parking availability is not guaranteed.
- Restricted area for Handicapped: Disabled persons with a Handicap placard/Plate are permitted to park in handicapped areas and are required in addition to register thier vehicle at myMSJC or msjc.thepermitstore.com. Handicapped persons may park for unlimited periods of time in any area other than a red zone or in which the state law ordinance absolutely prohibits stopping, parking, or standing of all vehicles, or special types of vehicles, or to the parking of a vehicle that is involved in the operation of a street vending business
- Motorcycles and other motorized two-wheel vehicles shall only park in designated areas, as posted .
- Parking areas marked with yellow curbs are for loading and unloading of passengers only, with the exception of disabled persons, if no spaces are available for easy access disabled persons are allowed to exceed time limit in timed zones.
- Student parking areas on campus have unmarked curbs and are open to holders of general (student) parking permits, however; spaces are not assigned or guaranteed to permit holders.
- Visitor parking spaces on campus are for "visitors only" and are limited to 30 minute parking. Students, staff and faculty are not allowed to park in visitor spaces.
- Additional parking areas constructed on District owned property will be included automatically in the definition of "District Parking".

3. After the form is filled out log into Adobe Sign at https://secure.echosign.com/public/login using your standard MSJCAD credentials.
4. Select the option to "Request Signatures" under the "Send a document for signature"
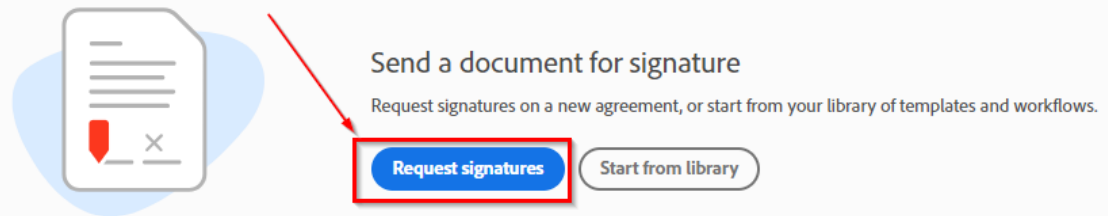
5. Enter the email addresses of all of the managers that will need to sign the document in order under Recipients. The Director of Campus Safety will be the final authorizing signature. Browse to or drop the .pdf for the request into the Files Window. Also select the CC option and enter the following email: Parking@msjc.edu Then select the, "Preview and Add Signature Fields" option and select, "Send"

Per the signature lines on the form, the following management will need to sign off on a Parking Permit Pass Request:

1. Department Chair/Director
2. Area Dean/Administrator
3. Division Vice President
4. Director of Campus Safety

NOTE: Be sure to CC the parking@msjc.edu inbox

Adobe Sign Recipients Instructions: NEXT PAGE

6. Select the recipients drop down, and select the first person that will need to sign the document. Then drag the, "Signature" option over to the appropriate field that will require a signature. Repeat these steps until all recipient's signature fields are added including the employee who will receive the access card. Be sure to add the parking@msjc.edu to the CC option which will route the final signed document back to the operator so they can process the request and then click send. The document will now be routed to all parties for signatures.