



Mt. San Jacinto Community College

Campus Safety Event/Relaxed Parking Request Form

This form is to be used to request Campus Safety relax parking (not enforce parking violations) for a District Event/Activity. Please allow a minimum of 14 days for scheduling of your event; requests received without sufficient notice may be denied. Forms that are not completed in full will be returned to senders for completion.

Campus Safety Director or Campus Safety Supervisor must approve the request for relaxed parking and will designate a specific lot (only) for non-enforcement. We will inform you of approval, and if event flyers are to be displayed on dashboard of vehicle(s).

Requester's Name:		Department:	Today's Date:
Phone Number:	Email Address:		Are you a district Employee:
Your Signature:	Date:	Area Dean Signature:	Date:
Area Vice President Signature:		Date:	

Name of Event:	Event Date(s):		
Continuation on Event Date(s):			
Location of the Event:			
Room Number/Place:	Beginning time of event:	Ending time of event:	
Best Parking Lot (to use) for Your event:			
Purpose and Description of Event:			
<p>On weekends, if your event begins/ends by or before 2:30PM, do you need assistance to unlock /lock; and/or, disarm /arm the alarm panel(s) before and after the event? If yes, please contact Maintenance Dept. to arrange assistance prior to this submission. Has Maintenance Dept. been contacted?</p> <p>**Note: Also, if your event is scheduled during regular office hours, Mon-Thu through 7:30PM, Maintenance Dept. needs to be notified by requestor in advance to assist, if needed.</p>			

******This section for Campus Safety Department use only***

Date Received:	Approved:	Yes	No
Campus Safety Supervisor/Director Signature:		Date:	
Paperwork Fully Completed:	YES	NO	
Lot Assigned:			

******This form must be filled out completely and forwarded to the Campus Safety Department 45 days prior to your event or activity.***