

Parking and Transportation Services

REQUEST FORM

UNIVERSITY of HOUSTON

Parking and Transportation Services

Elgin Street Garage
4224 Elgin St., Building E
Houston, Texas 77004
Phone: 832-842-1097
Fax: 713-743-5855

Date: _____

Name: _____

Office Phone: _____

Email: _____

Department Name/Organization: _____

Dept ID _____

QTY.	TYPE REQUESTED
	Digital Meter Coupon Codes (Expires in 5 years)
	Garage Validation Coupons (Expires in 5 years)

Event Date(s): _____

Event Time: _____

Event Name/Purpose: _____

Please email completed form to: deptpark@central.uh.edu

Requests must be submitted 5 business days prior to the event date to ensure proper approval and processing.

A \$ 50.00 Rush Fee will be added for LATE SUBMISSIONS.

NO REFUNDS ON VALIDATIONS AND METER CODES ONCE CREATED.

READ IMPORTANT INFORMATION BEFORE SIGNING:

- VALIDATIONS CAN BE USED IN ANY OF OUR GARAGES/LOTS THAT HAS A VISITOR SECTION. (EAST, STADIUM, ELGIN, WELCOME CENTER GARAGE, SUGAR LAND VISITOR LOT)
- IF A GARAGE IS CLOSED OR SET UP FOR EVENT PARKING, PLEASE DIRECT YOUR GUEST TO ANOTHER AVAILABLE GARAGE THAT IS OPEN FOR VISITOR PARKING.
(PLEASE CALL 832-842-1097 MONDAY - FRIDAY 8:00 AM to 5:00 PM TO SEE WHAT GARAGES ARE AVAILABLE)

Print Name: _____

Date: _____

*Signature: _____

*By signing you are acknowledging that you have read and understood the bullet statements above.

Picked Up By: _____

Date Picked Up: _____

(Print Name)

(Signature)