Parking Services
College of Charleston
Summer Conference Planning
Parking Request Form

PLEASE PRINT THE FOLLOWING INFORMATION:

Group Name: _____

Dates Parking Needed: _____

Number of Parking Spaces Needed: _____

Will the group pay for all spaces with one payment or will each individual be responsible for paying in person?
Group **Individual**

Responsible Party
(Group Contact)

Name: _____
Last First Middle Initial

Mailing Address: _____

E-mail Address: _____

Telephone Number: _____

Upon receipt of your request, Parking Services will e-mail you with a confirmation and a Visitor Parking Application. This application must be completed for each vehicle needing a parking permit and submitted to Parking Services **prior** to receiving parking permits.

Parking will be assigned based on availability and is limited due to College of Charleston construction. Parking fees are $8/day per car and will be added to your final invoice sent by the Office of Residence Life and Housing.
Note: Prices are subject to change.

The group leader is responsible for notifying Parking Services if any of the above information changes. Parking Services can be contacted at 843-953-7834 or ParkingServices@cofc.edu.

You are responsible for properly displaying your College of Charleston parking permit at all times while parked on campus. Your permit is valid only in the designated lot shown on the permit, and is valid only for the time period indicated on the permit. Parking permits cannot be transferred, resold, subleased, or loaned out. The College of Charleston assumes no responsibility for the care and protection of any motor vehicle or its contents at anytime that the vehicle is operated or parked on campus.

By signature hereon, I agree to abide by the Parking Regulations of the College of Charleston. I understand that a copy of these regulations is available upon request in the Parking Services office. In addition, I agree to provide prompt payment of parking fees.

_____ _____
Signature Date