

FY26 Request For Overnight Parking Privileges

Date _____

- Employees that are required to work between 12 midnight and 4:59am as a part of their job duties. Employees must have an active annual or semester permit to be granted overnight parking privileges.
- **Employees who have not yet purchased their FY26 parking permit are asked to complete the PERMIT PURCHASE section below for processing.**
- Failure to **register vehicle license plate(s)**, including temporary plates and rental vehicles, will result in parking citations.
- An overnight waiver form must be completed each time a new permit is purchased.
- Requests are processed business days Monday – Friday, 9am – 3pm.

EMPLOYEE		DIRECT SUPERVISOR	
<input type="checkbox"/> I hereby confirm, as an employee of Cleveland State University, I understand the following information and agree to abide by the Parking Rules.		<input type="checkbox"/> I hereby confirm, as the supervisor of the employee listed, that overnight parking privileges are required for this employee's position.	
Employee Name (Print)		Direct Supervisor Name (Print)	
Employee Signature		Direct Supervisor Signature	
Employee CSU ID		Direct Supervisor CSU ID	

PERMIT PURCHASE					
Select Permit Type	Green: <input type="checkbox"/> White: <input type="checkbox"/> Prospect: <input type="checkbox"/>				
Length of Permit	Annual: <input type="checkbox"/> Semester: <input type="checkbox"/>				
Confirmation of Payroll Deduction: <input type="checkbox"/> I confirm Payroll Deduction as the payment method.					
VEHICLE INFORMATION					
License Plate	State	Make	Model	Year	Color
License Plate	State	Make	Model	Year	Color

FOR OFFICE USE ONLY	
Original Permit Number: _____	Processed By: _____
New Permit Number: _____	Processed Date: _____
Permit Type: <input type="checkbox"/> Annual <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester	