



Email completed forms to parkingrequest@csuohio.edu
for processing at least **3 business days** prior to the date needed.
Requests received after 2pm will be processed the following business day.

OFFICE USE ONLY	
Date:	_____
Time:	_____
Garage/Lot:	_____
# of Spaces:	_____
OTM #:	_____
RS:	_____
Charge:	_____

Department Reservations and OTM Validations	
☐ Reservations (recommended – space held)	☐ One Time Use (based on space availability)

Department: _____ Account #: _____ **Required**

Contact: _____ Phone: _____ Date: _____

Event or Guest Name: _____		Event Date: _____	
Time Arriving: _____		Time Leaving: _____	
Event Location: _____		Number of Spaces Requested: _____	
*All rates are subject to change for visitors or non-CSU affiliates.			
OTM Validations - \$8		Gated Facility: ☐ SG	
OTM Validations - \$10		Gated Facility: ☐ PG	
OTM Validations - \$10		Gated Facility: ☐ CG ☐ EG ☐ WG	
☐ Dash Pass (Lot 22) \$12 - \$22 (based on event details)		☐ Attendant Requested (\$16/hour per attendant)	
☐ OTM Pick up in Parking Office		☐ OTM Delivered to: _____ Campus Location	
Comments: _____ _____ _____			

☐ Mass Use OTM (Not applicable for bulk orders)
☐ Individual OTMs

Special and large events require advance notice. All charges will apply without minimum 1-day notice prior to cancelled event.
OTM Validations are not eligible for return or exchange.