

## STUDENT/STAFF GATED ACCESS AUTHORIZATION FORM

**Form must be completed for each permit purchase**

CSU students and staff with a State issued disability placard and a valid green or white\* permit may request disabled parking access to garages within their permit privileges by completing the authorization form below. This will allow the permit holder to enter a gated facility that is "full" to search for disabled spaces. Copies of the Certificate of Registration and the disabled placard issued from the State must be provided before gated access is granted. **A new request must be submitted each time a new permit is purchased (semester or annual).** Please allow up to 3 business days for gated access to be granted.

Permit holders **MUST** use their Viking Card to scan in and out of a gated facility. If you do not have your Viking Card, you will not be able to access a gated facility. Failure to keep your Viking Card in sync may result in having to pay the daily rate to exit the facility. Each individual who chooses to park at Cleveland State University agrees to comply with established rules and procedures. See additional information under Parking Rules at [www.csuohio.edu/services/parking/rules](http://www.csuohio.edu/services/parking/rules).

To apply for disabled parking access, complete this authorization form and attach a copy of your Disabled Placard and Certificate of Registration to CSU Parking Services. Contact Parking Services with any questions via email ([parking@csuohio.edu](mailto:parking@csuohio.edu)) or phone: 216-687-2023 or fax: 216-687-5505.

\*White permit overrides are only valid at South Garage.

**CSU ID**

**Phone Number**

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**First Name**

**M.I. Last Name**

**Disabled Placard Number**

**State**

**Expiration Date**

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**Request for:**

**Fall**

**Spring**

**Summer**

**Annual (Staff only)**

**AUTHORIZATION:** By signing the Student/Staff Gated Access Authorization Form, you acknowledge and agree to the parking rules and policies for campus wide disabled permit parking. Registrant understands access to gated facilities is granted through their Viking Card.

In addition, registrant understands they should park in disabled spaces with their disabled placard and green or white\* parking permit in clear view (permit should be displayed in front of the disabled placard). Registrant also understands that failure to display either the placard or the parking permit will result in a citation.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Permit Number \_\_\_\_\_

Processed By \_\_\_\_\_

Date Access Granted \_\_\_\_/\_\_\_\_/\_\_\_\_