



Parking & Transportation Services

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 Space	_____
OTM #:	_____
RS:	_____
Charge:	_____

Department Reservations and OTM Validations	
<input type="checkbox"/> Reservations (recommended – space held)	<input type="checkbox"/> 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 - \$6	Gated Facility: <input type="checkbox"/> SG
OTM Validations - \$8	Gated Facility: <input type="checkbox"/> PG
OTM Validations - \$8	Gated Facility: <input type="checkbox"/> CG <input type="checkbox"/> EG <input type="checkbox"/> WG
<input type="checkbox"/> Dash Pass (Lot 22) \$10 - \$20 (based on event details) <input type="checkbox"/> Attendant Requested (\$12/hour) <small>*Number of attendants required is subject to change based on weather conditions*</small>	
<input type="checkbox"/> OTM Pick up in Parking Office <input type="checkbox"/> Electronic OTM <input type="checkbox"/> OTM Delivered to: _____ <small style="text-align: right;">Campus Location</small>	
Comments: _____ _____ _____	

<input type="checkbox"/> Mass Use OTM (Not applicable for bulk orders)
<input type="checkbox"/> Individual OTMs
<input type="checkbox"/> Bulk Order

Special and large events require advance notice. All charges apply unless Parking is notified at least one day prior to an event cancellation. OTM Validations are not eligible for return or exchange.