SPECIAL PROGRAM PERMIT REQUEST FORM

TO: Department of Transportation Services
    programs@aps.rutgers.edu

DATE: ________________

DEPARTMENT: ____________________  DEPARTMENT NUMBER: _______

DEPARTMENT ADDRESS: __________________________________________

DEPARTMENT CONTACT PERSON: _________________________________

PHONE NUMBER: ____________________  AMOUNT OF PERMITS: ______

AMOUNT OF ATTENDEES: ____________  DATE OF EVENT: ____________

NAME OF EVENT: ________________________________

EVENT LOCATION: __________________________________________

LENGTH OF EVENT: __________________________________________

FLAT RATE PER PERMIT: $2.00/permit plus 7% sales tax as of August 6, 2008

This form must be filled out entirely, permits will not be issued if this form is incomplete. Please allow 2-3 business days to process request (an additional fee may be applied for requests submitted less than 24 hours before the event). For your convenience, enclosed please find a map for each campus indicating where the commuter lots are located. These documents may be reproduced for your participants.

• Acceptable methods of payment are RIAS, checks, and cash (please do not mail cash). Upon receipt of payment permits will be issued.

• As a reminder Special Program Permits are only valid in commuter lots. Parking at Rutgers is by permit 24 hours a day 7 days a week.

• Use of this permit by Rutgers students, faculty (includes PTL’s), or staff (includes temporary and hourly Type 4 employees) is prohibited and can result in a $50.00 fine. Abuse of these permits by a department can result in having special program privileges revoked.
Frequently Asked Questions

Who can use Special Program Permits?
*Special Program permits are for the use of individuals who are visiting the campus and are taking a course or program that is run on regular basis.*

How should a department pay for the Special Program permits?
*Permits paid with a purchase order must be done in RIAS checks and cash are also accepted.*

Where can people park with this permit?
*Parking is available in our commuter lots only.*

How long is this permit valid?
*This permit is valid for the length of the program on a daily basis. These permits are not valid for overnight or metered parking.*

What if I don’t know the exact number of attendees?
*You can estimate the maximum number of attendees expected (ex: 15-20 guests you should order 20 permits).*

How many permits can a department order?
*You may order as many as you need depending upon the frequency of your programs.*