



EMORY
UNIVERSITY

PARKING AND COMMUNITY SERVICES
1701 Lowergate Drive
Atlanta, GA 30322
(404) 727-7275

Visitor Parking Validation Request Form

- Completed Visitor Parking Validation Request forms should be faxed to Parking Services at **(404) 712-8655**, emailed to parking@emory.edu, or delivered to **1701 Lowergate Drive, Atlanta, Ga. 30322**.
- Completed validation tickets will generally be ready to be picked up at 1701 Lowergate Drive 5 business days after request submission.
- The Department Contact listed below will receive an email from Parking Services when Validation Tickets are ready.

Date ___/___/___ Dept. Name: _____ [] Emory University [] Emory Healthcare

Authorized Dept. Contact: _____ Email: _____

PeopleSoft Smart Key _____ Phone: _____

Note: This PS account number will be used to bill all visitor parking validations issued through this request form. Charges will be calculated based on parking usage and validation level. Charges will be billed the subsequent month on or around the 10th of each month.

Departments can customize the level of validation they wish to offer to their visitors.
The charge for visitor parking is \$2.00 each hour for the first four hours; maximum per day is \$10.00.

Please indicate the number of validation tickets you are requesting below:

_____ **Full** (department agrees to pay 100% of the visitor's parking charges).

_____ **Partial Percentage** (department agrees to pay _____% of the visitor's parking charges, visitor will be responsible for the balance upon exit).

_____ **Flat Payment** (department agrees to pay _____ hours or _____ dollars of the visitor's total parking charges, visitor will be responsible for the balance upon exit).

_____ **Other:**

Expiration date: ___/___/___ (Unless otherwise indicated, tickets will be valid for one year)

Authorized Department Signature: _____

Office Use Only

Validation Number Range: _____ to _____ Prepared By: _____

Department Notified: ___/___/___ _____ (Parking staff initials)

Tickets released to: _____ Date: ___/___/___ _____ (Parking staff initials)