


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:019	Supersedes Policy Number:
Date: January 11, 1988	Dated:
Subject: Parking Permits (Special)	
Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  President	

Each senior administrator will be issued five special parking permits for visitors and volunteer workers on campus. It is the responsibility of the senior administrator issuing the parking permit to designate the parking lot to be utilized by the visitor/volunteer and to establish time allocations for parking privileges. Time allotment should extend from one hour prior to the activity to one hour after the activity.

Each senior administrator is responsible for policing the issuance of his/her special parking cards. Replacement cards must be obtained from the Executive Assistant to the President and will not be provided unless it is demonstrated that the missing card has been destroyed. Public Safety officers have been alerted to ticket any vehicle at unspecified times or in an unspecified parking lot.

Name of Visitor/Volunteer Worker: _____

Effective Date(s) of Parking Privilege: _____

Effective Time(s) of Parking Privilege: _____

Parking Lot: _____

Senior Administrator: _____