



Guest Parking Request Form

Instruction for requesting parking reservations for any campus guests or guest lecturers for Conservatory classes.

- Please complete the template on the next page with relevant information – Date, Arrival/Departure Time, Parking Location and the guest’s name, the completed form should be downloaded and emailed directly to Security (security@afi.com) preferably as a pdf attachment.
- Security will print all submitted requests and place a parking placard as requested based on the corresponding arrival time.
- Forms must be submitted a minimum of 24 hours in advance for any parking requests. Parking requests may be submitted up to two (2) weeks in advance.
 - If there are any last minute or day of requests, we ask that all requests be printed in advance and delivered directly to Security via the front desk.
- As parking on campus is limited, no more than two (2) requests per department per day. Submitting a request does not guarantee availability. However, Security will do their best to accommodate all requests and notify requesting party if space is unavailable.

First Name:

Last Name:

Date:

Arrival Time:

A.M.

P.M.

Departure Time:

A.M.

P.M.

Location:

Date:

Arrival Time:

Departure Time:

Location: