

# Volunteer Parking Request

## License Plate Recognition Form (LPR)

In order to obtain parking, please bring your CSULB Volunteer ID, valid driver's license or other identification card and the completed form to the Cashiers Office at Brotman Hall during normal business hours. Your license plate number is required to complete this transaction. Please also bring additional vehicle information (make, model and year) as this allows us to complete your vehicle record. You will be asked to register your vehicle(s) after the Cashiers set up your permit using the information provided below. You may add multiple vehicles if you drive more than one vehicle to campus. Any vehicle parked on campus must be associated with a valid permit.

### REQUIRED INFORMATION BELOW

BEACH/CAMPUS ID: \_\_\_\_\_

FIRST NAME (PRINT): \_\_\_\_\_ LAST NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

DEPT ID: \_\_\_\_\_ DEPT NAME: \_\_\_\_\_

#### TYPE OF PERMIT REQUESTED (CHOOSE ONE):

**VOLUNTEER - Fall Semester**

**VOLUNTEER - Spring Semester**

**VOLUNTEER - Summer Semester**

Volunteer permits are valid in lots designated as Employee ("E") Parking and Student/General Parking ("G") unless the space is otherwise restricted with posted signage.

Department Authorized Name (PLEASE PRINT): \_\_\_\_\_

Department Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental approval certifies the individual above is a qualified volunteer whose primary relationship with the university is to perform a service in support of a university program or activity with no promise, expectation, or receipt of compensation for services rendered to the university, auxiliaries, or third party vendors. The department understands that the monthly volunteer parking fee is billed to the university.

**PARKING TERMS AND CONDITIONS:** Paid parking is required at all times when parking on campus. Your license plate is used to verify your parking privileges. Your vehicle information must be correct in order to avoid a citation. Virtual parking is nontransferable. If multiple vehicles are registered under the same permit, only one vehicle can be on campus at a time. If two registered vehicles are on campus at the same time, it will result in a citation. You can also update your vehicle information via the CSULB mobile App or by visiting [parking.csulb.edu](http://parking.csulb.edu) and logging in with your Beach ID and password. If you are unable to login or if you need additional assistance, you can go to the [Parking and Transportation Services Office](#) or the [Visitor Information Center \(VIC\)](#) during normal business hours. If you are unable to update your vehicle information outside of normal business hours, we recommend that you purchase Daily Parking from a campus pay station in order to avoid citation.

I \_\_\_\_\_ understand and agree to the above statements.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_