



# Visitor Parking Pass Request

University Police Department, Morehead, KY 40351

## Requesting Department Information:

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Making Request and Title: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Department Chair or Director)

Date: \_\_\_\_\_

Event Information: (Visitors who require longer than a 48 hour pass must be forwarded to the Traffic Office)

Name of Event: \_\_\_\_\_  
(Please attach a list of names of those who will be using the passes if known)

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Passes Required: \_\_\_\_\_

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## Do Not Write Below This Line Official Use Only

Visitor Pass Numbers Issued: \_\_\_\_\_ Prepared By: \_\_\_\_\_

By signing below I agree that the visitor permits will be used for the event indicated above. I understand that I am responsible for these permits and it is my responsibility to insure these permits are used solely by visitors for the indicated event.

Visitor Parking Permits may not be altered in anyway, by anyone other than the Traffic Office. DO NOT alter or change dates on visitor permits, if a visitor permit is found with an altered date or any other alterations it will be treated as a fraudulent decal. Fraudulent use of the visitor permit by students, faculty, or staff will result in loss of parking privileges and heavy fines for the offending individuals.

The Morehead State University Police Department, Traffic Office reserves the right to deny a request for visitor permits if fraudulent use is associated with the Department or person making the request. Denied requests will be forwarded to the Chief of Police or Asst. Chief of Police for resolution of the issue.

\_\_\_\_\_  
(Signature of Person Picking up Permits)

\_\_\_\_\_  
(Date)

