**REQUEST TO RESERVE A CAR PARKING SPACE**

Please complete the form and return to both car.parking@stir.ac.uk and graham.seath@stir.ac.uk your request will be logged.

If there are any problems with your request we will get back in touch with you. Please click on this link [here](https://www.stir.ac.uk/estates/howdoi/reserveacarparkingspace/) to read the guidelines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Meeting / Event:** | Click here to enter a date. | **Expected Time of Arrival / Departure** | **Arrival:** | Click here to enter text. |
| **Departure:** | Click here to enter text. |
|  |  |  |  |  |  |
| **Location of Meeting / Event:** | Click here to enter text. | **No. of Spaces required:** | Please select |
| **Preferred Car Park:** | Click here to enter text. | **Disabled Spaces:** | Please select |
|  |  |  |  |
| **Meeting/Event Name (if known):** | Click here to enter text. |
|  |
| **Please complete below, name of visitor(s) and car details (if known).**  |
| **1** | Name | Organisation/Business |
| Vehicle Reg. | Make & Model | Colour |
|  |
| **2** | Name | Organisation/Business |
| Vehicle Reg. | Make & Model | Colour |
|  |
| **3** | Name | Organisation/Business |
| Vehicle Reg. | Make & Model | Colour |
|  |
| **4** | Name | Organisation/Business |
| Vehicle Reg. | Make & Model | Colour |
|  |
| **Contact Name:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Department:** | Click here to enter text. |
| **Authorised by:** |  |
| **Where an individual Department is required to pay for a space(s), please enter charge code below.**  |
| **Department Charge Code:** | Click here to enter text. | **Cost:** | Choose an item. |