

Letter of Authorization for Contractor Parking Permits (Hangtags) for Construction Project

**PROJECT INFORMATION:**

Project #:  Project Title:

Campus: North  South  Both  Project Duration: /\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Manager/  
 University Representative  University Supervisor/  
 Manager Signature

**CONTRACTOR INFORMATION:**

Company Name  Company Phone#

Primary Contact Name  E-Mail Address

The University has determined that the Contractor named above shall be permitted to purchase up to  University Parking Hangtags (Contractor Permits).

The current cost per Contractor Parking Permit (Hangtag) is \$9.65 for 3 months (subject to change). Hangtags are issued annually at the beginning of the Fall Semester (August) and are valid for up to one school year based on the date of purchase.

Contractor Parking Hangtags are valid for three (3) month increments. Contractor must present a copy of this letter to the Department of Parking and Transportation upon expiration of hangtags in order to receive replacement hangtags every three (3) months for the duration of the project. There is no charge for renewals providing they fall within the school year in which they were purchased.

Contractor shall provide all vehicle/operator information as required to the Department of Parking and Transportation (102 Spaulding Quad, North Campus or 104 Harriman Hall, South Campus) with this Letter of Authorization at the time of hangtag purchase or renewal(s).

In the event that Contractor hangtags are transferred to other Contractor staff throughout the duration of the project, such updated information shall be promptly provided to the Department of Parking and Transportation.

In the event that any or all parking hangtags are no longer required by the Contractor, they shall be promptly turned into the Department of Parking and Transportation.

Contractor staff shall park in accordance with all University parking rules and regulations in parking spaces designated as "student", "staff" or "service vehicles only-up to 3 hours". Parking hangtag is valid only when vehicle operator is performing services in conjunction with the above named project.