



UNIVERSITY OF MICHIGAN  
PARKING & TRANSPORTATION SERVICES

523 South Division Street  
Ann Arbor, MI 48104-2912  
Phone: (734) 764-8291  
Fax: (734) 763-4041

<b>FOR OFFICE USE ONLY</b>
_____
<b>Option Number</b>
_____
<b>Clerk</b>
_____
<b>Date</b>
_____
<b>Amount</b>
_____
<b>Cash Check Charge SUB</b>

## PARKING REQUEST FORM

Please complete this form to request parking privileges for new staff, or staff that are ineligible to purchase a parking permit. If the applicant does not qualify for regular parking options, a parking assignment will be made based on need and space availability. Refer to the back for definitions of the terms used. **If there are extenuating circumstances we should consider when processing this request, please attach a detailed memo.**

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

### Applicant

Name \_\_\_\_\_ UMID \_\_\_\_\_  
First Last  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**This section must be filled out completely and signed by a Director, Department Head, Manager, or official department designate for personnel matters. Permits will not be issued if the form is incomplete.**

### Employment Information

Type of Employment (Check one box. See back of request for definitions.)  Regular  Temporary  Intern  Extern

Appointment Title \_\_\_\_\_ # Hours Worked Per Week \_\_\_\_\_  
or  
 Appointment Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Appointment % \_\_\_\_\_ (% of 40 hours per week)

Work Shift: \_\_\_\_\_

### Work Location

Department Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Campus Address \_\_\_\_\_ Campus Zip \_\_\_\_\_

### Submitted By

Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_  
Director, Manager or Personnel Representative  
 Signature \_\_\_\_\_ Phone \_\_\_\_\_

## Type of Employment Definitions

**Regular** - Regular full-time or part-time faculty or staff. Regular staff may work any number of hours (1 to 40 per week), and receive benefits prorated to a percentage of their appointment.

**Temporary** - Any staff member employed on a temporary basis, for any period of time and any number of hours, without benefits. *Please note Research Fellows are considered regular staff for parking purposes.*

**Intern** – Any college student working with a University department as part of their preparation for their degree. Position may be dry (no salary) or paid.

**Extern** – Any college student from another University/college working with a University department as part of their college education. Typically used for nursing students, physician assistant students and House Officers from other Universities.

## Parking Options Available

### **Regular Staff:**

- **Annual Gold Permit** – Parking in controlled area. Limited number of parking permits distributed. Only available to physicians and other identified high level administration; all others must participate in an annual lottery.
- **Annual Blue Permit** – Parking closest to UM buildings.
- **Annual Yellow Permit** – Parking within walking distance of some UM buildings.
- **Annual Orange Permit** - Parking typically requiring a short shuttle or bus ride, or within walking distance of some University buildings.

### **Temporary Staff:**

- **Monthly Orange Permit** - Parking typically requiring a short shuttle or bus ride, or within walking distance of some University buildings.
- **Monthly Yellow Permit** – Available to staff working late afternoon or midnight shifts at the Medical Center.

### **Interns/Externs:**

- **Monthly Student Orange Permit** – Parking available in the Orange lots on North or South Campus only; typically requires a short shuttle or bus ride.
- **Monthly Blue permit** – Parking closest to UM buildings. Option only available to House Officers and others that work directly with physicians and will be required to work different shifts.

The permit year runs from July 1 through June 30. Parking fees are available at [www.pts.umich.edu](http://www.pts.umich.edu) under Permit Parking.