



# Garage Rental Request

**ALL INFORMATION MUST BE COMPLETED.**

Forms submitted, where all portions have not been filled out, without the required paperwork and signatures will delay processing your request. We will not process any request without these requirements being met.

**SUBMIT A SEPARATE FORM FOR EACH DATE OF SERVICE REQUESTED IF NOT SEQUENTIAL**

## BILLING INFORMATION

Department \_\_\_\_\_ Date \_\_\_\_\_  
 Contact Person(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_

For billing purposes, valid account information is required.

Please note: It is the responsibility of the department requesting special event shuttle service to provide valid account information on this form. Should erroneous account information be submitted by the requesting department and the account billed for special event shuttle service received, it remains the responsibility of the requesting department to correct these charges. Should the error have been made by Parking and Transportation Services, please notify us and we will make the correction.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>INDEX</b>						<b>FUND</b>						<b>ORGANIZATION</b>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>ACCOUNT</b>						<b>PROGRAM</b>						<b>ACTIVITY</b>					

### FOR FOUNDATION ACCOUNTS ONLY

Foundation Account Title \_\_\_\_\_ Account # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address City State Zip

By signing this form, I understand and agree to the following:

- All information, terms and conditions set forth in the Reservation Information Forms
- All reservations are subject to the approval and are based upon garage availability

\_\_\_\_\_  
**Printed Name of Approver/Principle Investigator**

\_\_\_\_\_  
**Signature of Approver/Principle Investigator**

\_\_\_\_\_  
**Date**



THE UNIVERSITY OF  
**MEMPHIS**

Parking and  
Transportation Services

## Garage Rental Request

Event Date \_\_\_\_\_

Garage Requested Zach Curlin \_\_\_\_\_ Innovation \_\_\_\_\_

# of Attendees \_\_\_\_\_

Vendors \_\_\_\_\_ #of Vendors \_\_\_\_\_

Group Name \_\_\_\_\_

Group Contact Person Phone Cell \_\_\_\_\_

Group Secondary Contact Person Phone Cell \_\_\_\_\_

**Please note: Complete times, garage location and itinerary must be submitted along with request. We will not process any requests with "to be announced" details.**

Event Start Time \_\_\_\_\_

Event Completion Time \_\_\_\_\_

Depending on the circumstances of the date requested, Parking will determine when, and or if, the gates will be opened for the start and end of the event.

DETAILS OR SPECIFIC INSTRUCTIONS: (please include itinerary if available)

Parking and Transportation Services  
505 Zach Curlin Parking Garage  
Memphis, TN 38152  
Phone (901)678-2212 Fax (901)678-4962  
parking@memphis.edu