

# FACULTY/STAFF GATE CARD REQUEST

Please complete this form to be placed on the waiting list for a Gate Card to Lot 2, Lot 8, Administration Dr Garage or Walker Ave. Garage. Please email completed forms to [parking@umbc.edu](mailto:parking@umbc.edu).

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ UMBC ID# \_\_\_\_\_

DEPT: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE EXT: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEAN/DIVISION HEAD: \_\_\_\_\_

OFFICE ADDRESS/BLDG/RM#: \_\_\_\_\_

EMPLOYMENT START DATE (M/D/Y): \_\_\_\_\_

I AM: FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_

FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_

WHERE DO YOU CURRENTLY PARK? \_\_\_\_\_

DO YOU LEAVE/RETURN TO CONDUCT BUSINESS DURING THE DAY?

YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE INDICATE YOUR LOT PREFERENCE. (FIRST CHOICE ONLY)

\_\_\_\_\_ ADMINISTRATION DRIVE GARAGE

\_\_\_\_\_ LOT 8 (HILLTOP RD AT HILLTOP CIRCLE)

\_\_\_\_\_ LOT 2 (PARK RD AT COMMONS DR)

\_\_\_\_\_ WALKER AVE GARAGE

## PLEASE NOTE:

REQUESTS ARE REVIEWED BY EACH DIVISION HEAD/DEAN AT THE BEGINNING OF EACH SEMESTER. INDIVIDUALS WHO ARE SELECTED TO PURCHASE A GATE CARD WILL RECEIVE AN EMAIL CONTAINING INFORMATION ON THE PROCESS TO OBTAIN THE GATE CARD.