

VISITOR PARKING REQUEST FORM

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 200
LINCOLN, NE 68508
402-471-3191

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1313 FARNAM STREET
OMAHA, NE 68102
402-595-2115

PLANNING TO VISIT SOON? PLEASE COMPLETE THE REQUIRED INFORMATION FOR OBTAINING A VISITOR PARKING PERMIT.

FEE: \$5 PER DAY, PER VEHICLE – For multiple visitors, please provide a complete list of names via email.

EVENT: _____ **DATE(S):** _____ **TIME:** _____

AGENCY BILLING INFORMATION AND ACCOUNT NUMBER: _____

Parking will not be permitted without the proper billing/payment information prior to attending an event and utilizing the State parking facilities. All unauthorized vehicles will be ticketed, NSP Capitol Security.

VISITOR’S CONTACT INFORMATION:

If you are a State employee, please include your Employee ID Number. If you are visiting from another state or agency this information is not required.

Requestor’s Legal Name: _____ Employee ID Number: _____
 Agency Name & Number: _____ Office Phone Number: _____
 Office Address: _____ Email Address: _____

Upon receipt of this form, Parking Services will assign to each individual(s) a Temporary Visitor Parking Hang-tag. This tag will indicate which lot/garage you will be parking in the day of the event in Lincoln.

VEHICLE INFORMATION

	Vehicle Information for One	Multiple Vehicles	Multiple Vehicles
Make:	_____	_____	_____
Model:	_____	_____	_____
Year:	_____	_____	_____
State/License Plate Number:	_____	_____	_____
Color:	_____	_____	_____

VISITOR PARKING LOCATIONS:

LINCOLN GARAGES/LOTS

OMAHA GARAGE

- 1732 K Street Lot – 15 Visitors Stalls 703 S 16th Street – A Lot 5 Visitors Stalls Omaha Park II – 1313 Harney Street

The use of any assigned parking facility shall be at the Visitor’s risk. AS/SBD shall not be responsible for personal injuries or liability for loss resulting from fire, theft or damage to any vehicle or article left therein. Only license is granted hereby and no bailment is created.

I hereby warrant that the above information is true and, upon assignment at a parking facility or lot, authorize the required fee be billed to the appropriate agency at the end of each month.

Requestor’s Signature

Date