

Appendix I



VISITOR PARKING REQUEST FORM

STATE OF NEBRASKA
AS/SBD PARKING SERVICES
1526 K STREET, SUITE 160
LINCOLN, NE 68508
402-471-3191

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

PLEASE COMPLETE THE REQUIRED INFORMATION FOR OBTAINING A VISITOR PARKING PIN NUMBER.

FEE: \$5 PER DAY, PER VEHICLE – For multiple visitors vehicles, submit a separate list for each visitor.

EVENT: DATE(S): TIME:

AGENCY AND BILLING INFORMATION (BUSINESS UNIT):

Parking will not be permitted without the proper billing/payment information to access State parking facilities.

VISITOR'S CONTACT INFORMATION:

Include Employee ID Number if state employee.

Requestor Name: Employee ID Number:
Agency Name & Number: Office Phone Number:
Office Address: Email Address:

If approved, AS/SBD will assign each individual a Temporary Visitor Parking PIN and garage/lot assignment.

VEHICLE INFORMATION

Table with 3 columns: Vehicle Information for One, Multiple Vehicles, Multiple Vehicles. Rows include Make, Model, Year, State/License Plate Number, Color.

VISITOR PARKING LOCATIONS:

LINCOLN GARAGES/LOT

OMAHA GARAGE

- 1501 M Street (East Garage – 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