The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. It will be used to administer the parking program at Red Deer Polytechnic. The information will be retained by Campus Management in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. Questions regarding the collection and use of information on this form may be directed to the Director of Facilities, Red Deer Polytechnic, Box 5005, Red Deer, AB T4N 5H5. Telephone 403.343.4077.

INSTRUCTIONS – Read attached procedure for guidance
- Please complete this form **at least 1 week prior** to the event date and email to: Parking@rdpolytech.ca
- Requests should be based on the number of vehicles/drivers attending the event for parking in public lots located at main campus and GWHCGC.
- If you have several events within the month, they can be requested on one form only – make sure the number of visitor(s) are filled out correctly.
- Parking is free of charge during weekdays after 5pm, weekends all day, and on statutory holidays (exception to: Collegeside and Residence Parking lots).

REQUESTOR INFORMATION* (must complete)

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT / PROGRAM AREA</td>
<td>TODAY’S DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT NAME / DESCRIPTION</th>
<th>EVENT’S DATE</th>
</tr>
</thead>
</table>

CHECK AT LEAST ONE:  
☐ Volunteers  ☐ Guest speakers  ☐ Board of Governors  ☐ Media members  ☐ Donors visit  
☐ To be charged as per contract  ☐ FOAP Charge  ☐ Dignitaries/visitors deemed by President/VP’s Office

VISITOR INFORMATION
- You do not have to list all your guests; however, the number of visitor(s) must be filled out.

<table>
<thead>
<tr>
<th>NUMBER OF VISITOR(S) DRIVING</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>5+, please specify:</th>
<th>NAME OF DRIVER</th>
<th>NAME OF ORGANIZATION</th>
</tr>
</thead>
</table>

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>COUPON CODE</th>
<th>MAXIMUM USES</th>
<th>CASHIER INITIAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COUPON VALID DATE(S)</th>
<th>MAXIMUM USES PER DAY</th>
<th>DATE PROCESSED</th>
</tr>
</thead>
</table>
Complimentary Parking Procedure

- Complimentary parking is available at Red Deer Polytechnic for designated guests including:
  
  Board of Governors  
  Visiting Donors  
  Volunteers including guest lecturers and speakers (only if they are performing services without pay or any remuneration)  
  Dignitaries or special visitors as deemed by Vice President's/President's Office  
  Designated members of the media

- Since the implementation of the new parking systems, complimentary parking is administered by Financial Services, Fees Office.

- Short term complimentary passes are in the form of a coupon code that enables the visitor to enter the license plate number at the pay station on the date of event, no receipt or form is needed to display on the car dashboard.
  
  o The coupon code is based on the number of visitors and dates requested and is valid only in public parking lots.  
  o The ticketing system uses the license plate data entered at the pay station when monitoring public lots.

- Individuals or groups that require parking, as part of the Extended Education delivery contract are invoiced for the parking charges with the parking revenue allocated to the parking budget.

- To request complimentary parking:
  
  o Complete this ‘Complimentary Parking Request’ form at least one week prior to the event date and email to: Parking@rdpolytech.ca; any requests with short notice may not be accommodated.  
  o Requests should be based on the date and number of vehicles/drivers attending the event.  
  o You may request one coupon per event or if you have several events within the month, they can be requested on one form only – make sure the event dates are all listed, and the number of visitor(s) are filled out as the total for all events.  
  o Any changes for number of visitors or event date can be emailed to Parking Office to update coupon code.  
  o The visitor parking coupon details will be emailed to the requestor.  
  o Complimentary parking is only valid at the public parking lots.

- To use the coupon code:
  
  o The visitor will key in the coupon code at one of the pay stations located inside the main campus at the Main Entrance, The Arts Centre, Four Centre’s (near The Patch) or main entrance of GWH  
  o On the screen select ‘More Choices’, then ‘Code User’  
  o Enter the license plate number, then the coupon code (always a 7 digits number)  
  o A receipt will be printed for your records and as proof of payment.  
  o Receipt do not need to be displayed in your vehicle.