

REQUEST FOR USE OF A "NO CITE ZONE"

From time to time departments and college programs might find the need to provide for a general area of free parking for event attendees such as during music programs. Requests for approval of a "no cite zone" must be submitted to the Vice President of Administrative Services at least one week prior to the event. If approved, the College Sheriff's Office will be notified that during the requested dates and times the area designated by this policy as the "no cite zone" shall be in effect and no citations for parking violations in the zone are to be issued during the established period.

The only on-campus parking area to be used as a "no cite zone" is the top level of the Parking Structure. The requesting department may inform the anticipated attendees of the no cite zone and the times it will be in effect. However, the College will not otherwise advertise the existence of the no cite zone so as to preclude non-event attending persons from parking their vehicles in the zone so as to avoid obtaining the required parking permit.

DEPARTMENT:

REQUESTER:

DATE REQUEST SUBMITTED:

REQUESTED DATE(S) OF NO CITE ZONE: FROM _____ TO _____

TIMES: FROM _____ TO _____

EVENT NAME:

PURPOSE OF EVENT:

BENEFIT TO LAVC:

EXPECTED NUMBER OF ATTENDEES:

Division Vice President

RECOMMENDED

NOT RECOMMENDED

Vice President of Administrative Services

APPROVED

DISAPPROVED

DISTRIBUTION: Requester
LAVC Sheriff's Office

NOTE TO REQUESTER: Upon completing this form, please print and deliver to your Division Vice President for approval.

NOTE TO DIVISION VICE PRESIDENT: If recommending approval of the request, please check "RECOMMENDED" and send to Administrative Services (ACA 2301).