



EXTENDED PARKING NOTIFICATION FORM

Name: _____ MIT Address: _____

MIT Phone #: _____ MIT Department: _____

Parking Location: _____ Vehicle Registration #: _____

Departure Date: _____ Return Date: _____

Emergency Contact: _____ Phone Number: _____

MIT permit holders who are on Institute business for up to two weeks may leave their vehicles in their assigned area. You must designate an emergency contact and give that person your car keys.

Send this form (the original) to the MIT Parking Office through interoffice mail or fax it to (617) 258-6357, give a copy to your department Parking Coordinator, and retain a copy for your records.

Remember: Your emergency contact **MUST** have your car keys.