

Evanston Hospital

Obtaining a Parking Pass: Please return this completed form to your manager. They will sign off & submit to the Parking Office, who will issue your parking permit. Most regular full & part-time Evanston Hospital employees will be assigned parking at Ryan Field.

Without a Parking Pass: Do not park at Ryan Field or in the EH garage until you receive your permit. Until then, you may park in the 1000 Central Street garage. You will receive a 1-day pass from the Parking Office.

Parking Office: The office is located in the Evanston Hospital main parking structure, on level "L" near the Girard Avenue entrance. Hours of operation are Mon – Fri, 7 a.m. – 4 p.m. Phone: 847-570-2180

EMPLOYEE INFORMATION						
Last Name			First Name			Employee ID #
Department Name			Department Number		Department Phone #	
Vehicle 1	Year	Make	Model	Color	License Plate Number	State
Vehicle 2	Year	Make	Model	Color	License Plate Number	State

I verify that the above information is correct. I have received parking instructions and a pass for my vehicle. I understand that there is a refundable deposit fee of \$35. In addition there will be a replacement fee of \$35 for lost AVIs. I will also review and adhere to the Parking Policy as published on Pulse.

Employee Signature

Date

TO BE COMPLETED BY MANAGER	
Manager Name	Department Name & Title
Phone	
Employee Job Title	Parking Assignment
Is this position? Management <input type="checkbox"/> Yes or <input type="checkbox"/> No Physician <input type="checkbox"/> Yes or <input type="checkbox"/> No Located at 1000 Central <input type="checkbox"/> Yes or <input type="checkbox"/> No	<input type="radio"/> Ryan West – sticker <input type="radio"/> Ryan East – sticker <input type="radio"/> 1000 Central Street – requires Administrative approval <input type="radio"/> Evanston Hospital Parking Structure – requires Administrative approval <input type="radio"/> Coupons – requires Administrative approval <input type="radio"/> Medical Student
Shift Employee Works	
<input type="checkbox"/> Days <input type="checkbox"/> PM's <input type="checkbox"/> Nights <input type="checkbox"/> On-Call <input type="checkbox"/> Other (please explain) _____	

Manager Signature

Date

FOR PARKING ADMINISTRATION USE ONLY	
New Permit / AVI #	Replacement Permit / AVI #
Parking Official – Approval	Date
Parking Administrator – Approval	Date