



**REQUEST FOR LONG-TERM VEHICLE PARKING**

I, the undersigned, understand that by parking my vehicle on the Fermilab Site, in the parking lot between Blackhawk & Shabbona Streets in the Village, CDF, D0, SciDet or at the Lederman Science Center for a prolonged period, I do so at my own risk. Fermilab shall not be held responsible for any theft or damage to this vehicle and/or its contents. I further acknowledge that this request will be granted on the condition that I agree to the terms listed on the reverse side of this document (see back).

1. **LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_
2. **MS#:** \_\_\_\_\_ **FERMI EXT.#:** \_\_\_\_\_ **DIV./LOCATION:** \_\_\_\_\_
3. **VEH. MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_
4. **PLATE#/STATE:** \_\_\_\_\_ **EXPIRATION:** \_\_\_\_\_
5. **REQUESTED PARKING DATES:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(START PARKING) (PARKING EXPIRATION)

**REQUESTOR'S OFF-SITE NOTIFICATION INFORMATION: (REQUIRED)**

**A. ADDRESS:**

\_\_\_\_\_

**B. TELEPHONE:** \_\_\_\_\_ **CELLPHONE:** \_\_\_\_\_

**C. E-MAIL:** \_\_\_\_\_

**FERMI/LOCAL EMERGENCY CONTACT PERSON WITH KEYS (OPTIONAL)**

**A. NAME:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**B. TELEPHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

\_\_\_\_\_  
**REQUESTOR'S SIGNATURE** **DATE**

\_\_\_\_\_  
**OFFICE USE ONLY**

**ISSUED BY:**

**DATE:**

**(OPERATOR/DISPATCHER)**

**COMMENTS:**



## REQUEST FOR LONG-TERM VEHICLE PARKING

### LONG-TERM VEHICLE PARKING CRITERIA

1. a) Village Parking: Vehicle parking spots located in the village Long Term parking lot between Blackhawk and Shabbona are for employees/users who will be away on Laboratory related business travel for a period of up to 12 months. The permit is only valid until the expiration date. The issued hang tag must be displayed in the vehicle and is valid only in the designated parking areas.  
  
b) Satellite Parking: Those on business travel for two weeks or less can use the satellite Long Term parking spots located at CDF, D0, SiDet or (for Wilson Hall) behind the Lederman Science Center. The permit is only valid until the expiration date. The issued hang tag must be displayed in the Vehicle and is valid only in the designated parking areas.
2. No vehicle shall remain in village Long Term parking beyond 12 months without written approval from the Directorate.
3. Vehicles are parked at the risk of the registered owner. Fermilab shall not be held responsible for any theft or damage to a vehicle, or property inside the vehicle, left in the unattended designated parking areas. Fermilab is not responsible for the security of the vehicle.
4. The Security Department must have a means of contacting you while you are away from the Laboratory.
5. It is advisable to list an on-site /local area contact person who will have keys to the vehicle while you are away from the Laboratory.
6. If the vehicle remains in Long Term parking beyond the expiration date of the parking permit, it shall be treated as an abandoned vehicle in accordance with Fermilab Policy, County Ordinances, and 625 ILCS, Section 5/4-203f.
7. Upon expiration of the permit, attempts will be made to contact the owner or emergency contact person to remove the vehicle. In the event the owner or designated representative cannot be contacted, the following Fermilab Abandoned Vehicle Procedures shall be implemented:
  - a. The Security Supervisor in charge of Abandoned Vehicle processing shall contact the owner via electronic mail advising that the vehicle shall be removed from Fermilab property in accordance with 625 ILCS. Section 5/4-203f.
  - b. A copy of the correspondence will be sent to the owner's Department Head or the Users Office.
  - c. If there is no communication from the owner within 14 days, the DuPage County Zoning Department at 10 N. County Farm Road, Wheaton, IL, shall be contacted to remove and dispose of the vehicle.

NOTE: If there are any questions regarding Long Term vehicle parking, please direct them to the Fermilab Security Department at extensions 4949 or 3414.

(REV. 03/15)