



LONGFELLOW

## CPD -- Overnight Parking Request Form

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Please complete the below form and have your primary contact submit a work order with this form attached. This form must be submitted on or before 3PM of the start date of the request and must be approved by security before overnight parking is permitted.

PPF OFF 100 Cambridgepark Drive, LLC, PPF OFF 125 Cambridgepark Drive, LLC, PPF OFF 150 Cambridgepark Drive, LLC Longfellow Property Management, LLC and any successor in interest thereof LP is not responsible for vehicles parked in the parking lots. Any unauthorized vehicles or vehicles that are improperly parked may be subject to a parking violation ticket or towed at the owner's expense.

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Company: \_\_\_\_\_ HID Access Card Number: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (3 night maximum in any given week)

Emergency Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed by Northeast Security staff only:**

Tag Number: \_\_\_\_\_

Assigned Parking Lot: \_\_\_\_\_

Request Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_



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## Overnight Parking Policies/Procedures

- An overnight parking form needs to be filled out by **3PM** and submitted into the work order system **on or before the start date of the requested time frame.**
- If a form is received **after 3PM** for the same day request, it will not be approved
- Any overnight forms dropped off directly to the security desk, will not be approved. A work order must be placed by the point of contact.
- The employee must wait for security to approve the overnight request before leaving their car in the appropriate location.
- If the request is approved, the employee should not be parking in a prime spot (spots on the 1<sup>st</sup>/2<sup>nd</sup> floor, front row etc.) The further away, the better.
- If the request is not approved, there will be a note in the work order as to why it was not approved.
- An employee may leave their car overnight for **no more than 3 consecutive nights in a given week and no more than 6 total nights in a given month.**