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SHORT-TERM PARKING CHANGE

City Hall Garage Permit Holders are allowed to let other employees park in their space while they are not using it. Parking Services must be notified of the change so this form should be filled out completely to avoid any parking violations. The permit holder must be notified prior to this form being submitted. The vehicle temporarily parking in the space does not need to display the permit, but the license plate of the vehicle must be provided.

For questions or comments, please contact Parking Services at parkingservices@cityofboise.org or call 208-972-8150

Please Fill out every field below

Permit Holder's Name

Permit Holder's Email

Space Number

Temporary User's Name

Temporary User's Email

Temporary User's License Plate

Start Date

End Date

Comment

I have read and understand the terms of use below

Signature: _____

Date: _____

Terms of Use:

The ability to temporarily transfer a parking permit to another employee is a privilege and not a right. Long term transfers are prohibited as a permit holder is required to return their permit to Parking Services for long term job or location changes. Any abuse of this program by the original permit holder, or the temporary permit holder will result in revocation of the ability to transfer parking permits. Depending on the situation, notification may be made to the appropriate supervisor(s), and could lead to revocation of the original parking permit.

If a temporary permit holder finds another vehicle in the assigned parking space, or multiple authorization forms are submitted for the same parking space, Parking Services is to be contacted immediately. Overflow parking authorization will NOT be given and the vehicle must vacate the parking structure.