



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

TEMPORARY PARKING PERMIT REQUEST FORM

Temporary employees (e.g. provisionals, professional experts, contractors, etc.) are not eligible for biennial parking permits and must be issued temporary parking permits by the Police Department. Guest speakers may be issued temporary permits only for the day(s) they are to be present on campus. **Student workers are not eligible for staff parking and are required to purchase student parking permits.**

Department supervisors may use this form for their convenience in requesting temporary virtual parking permits for their temporary employees and visitors. Complete this form with the required information and submit via email it to the appropriate police station supervisor listed below. If additional lines are needed, feel free to use an additional form or include the names within your email. **This form may only be submitted by department supervisors.**

PERMIT HOLDER(S) INFORMATION:

I.D. Number (900 or State)	First Name	Last Name	Phone Number	Vehicle License	Vehicle Make	Vehicle Model	Vehicle Color

LENGTH OF TIME:

☐ SPRING SEMESTER

☐ SUMMER SESSION

☐ FALL SEMESTER

NOTE: Temporary parking permits can only be valid for a maximum of 4.5 months (18 weeks, or 1 semester).

☐ SINGLE DAY: _____

☐ OTHER: _____ to _____
(START DATE) (END DATE)

REQUESTOR INFORMATION:

NAME	EMAIL	PHONE NUMBER	DEPARTMENT

UPON COMPLETION, SUBMIT VIA EMAIL TO:

MOORPARK COLLEGE
Lt. Andrew Huisenga
ahuisenga@vcccd.edu
(805) 378-1455

OXNARD COLLEGE
Lt. Cesar Romero
cromero@vcccd.edu
(805) 678-5805

VENTURA COLLEGE
Lt. Mike Pallotto
mpallotto@vcccd.edu
(805) 289-6486

DISTRICT ADMIN. CENTER
Police Services Office
dist-pd@vcccd.edu
(805) 652-7752