Updated policies to visitor permit requests took effect on July 15, 2024. These changes are part of our ongoing efforts to ensure a more efficient, equitable, and manageable permit distribution process.

Key Policy Changes:

1. **Permit Limits: 10 Max** We will now be implementing a 10 permit limit for each [Event Planning Form](#) request (multiple submissions of 10 visitor permits for the same event will not be accepted).

2. **Contact Information Required:** All requests for visitor permits must now include the guest's first and last name and email address prior to receiving requested permits. Please add guest's information in the additional comments section of the [Event Planning Form](#).

3. **Advance Notice:** Requests for visitor permits using our [Event Planning Form](#) must be submitted at least five business days in advance of the intended date of use. This will ensure sufficient processing time and availability.

We understand that these changes may require some adjustment, and we appreciate your cooperation in adhering to the new policies. Our goal is to improve the efficiency of our permit system and to ensure that all requests are handled fairly and promptly.

If you have any questions or need further clarification regarding the new policies, please do not hesitate to contact us at transportation@scu.edu. We are here to assist you during this transition period.

Thank you for your understanding and continued support.

Best regards,

Parking & Transportation Services