

## Visitor Permit Policy

1. **\*\*Permit Limits: 10 Max\*\*** 10-permit limit for each [Event Request 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 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 Request Form](#).
3. **\*\*Advance Notice:\*\*** Requests for visitor permits using our [Event Request 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 appreciate your cooperation in adhering to these 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 these policies, please do not hesitate to contact us at [transportation@scu.edu](mailto:transportation@scu.edu). We are here to assist you.

Thank you for your understanding and continued support.