



MERCY
COLLEGE

Safety & Security

OVER-NIGHT PARKING FORM

Although Mercy College prefers that neither vehicles nor personal property be left on the premises overnight, we understand that it is occasionally necessary to do so. Though we provide security to all lots, we do not assume responsibility for any damage or theft which may occur to your property.

If you intend to leave your vehicle parked overnight, you will need prior written approval from the Department of Safety and Security. This information will alert Security of your vehicle. Only vehicles with a Mercy College decal are allowed to use Mercy College lots. Any vehicle parked on Mercy College property that is not registered with the Department of Campus Safety will be towed or booted at the owner's expense. Please utilize the R-lot for all overnight parking unless approval has been given to utilize a different lot.

Cars exceeding 48 hours are required to leave vehicle keys with the Department of Safety and Security. Please know that in times of extreme weather conditions Safety and Security may be forced to move your vehicle to another lot to allow the lot to be cleaned. In the event your vehicles needs to be moved, a call will be place to the numbers provided below informing you of the need to move your vehicle. If you will be leaving your car in the R-Lot overnight or during the weekend, please fill out the following information and sign below.

Name (Faculty, Staff, Student): _____

Date leaving vehicle: _____ Date picking vehicle up: _____

Location were vehicle is parked (L-lot behind Basketball court): _____

Make, Model & Color of vehicle: _____

License Plate #: _____ State: _____

Phone Number #: _____ Emergency Phone #: _____

Signature: _____ Date: _____