

Suffolk University Authorization Form

Occasional Business Parking

Free daily parking is available in the Rosalie K Stahl Building for employees who normally take public transit or alternative transit to work, but are required to drive to the University because of off-campus business meetings. Employees must reserve these spaces by completing this form and forwarding to the Human Resources Office at least 48 hours in advance. The Human Resources Office will notify the garage.

Employee Name: _____

Department: _____

Date to Park: ____/____/____

Business Need: _____

Supervisor Signature: _____ Date: _____

Entrance to the Rosalie K. Stahl Building garage is at the back of the building, on Tremont Place. Parking is valet only.

Garage hours are
Monday-Friday 6am - 8pm
Saturday 8am - 4pm
Sunday 8am - 2pm

Vehicles in the garage at closing time are placed outside on Tremont Place. Keys will be held at the security desk in the lobby of the Stahl Building.