

HAMPTON UNIVERSITY POLICE DEPARTMENT

REQUEST TO LEAVE VEHICLE ON CAMPUS

Please complete and turn the form into the Dispatch Communication Section prior to leaving campus.

SELECT ONE: Winter Break Spring Break Other

(PLEASE PRINT)

OWNER/DRIVER NAME: _____

STUDENT ID NUMBER: _____ FACULTY/STAFF ID NUMBER: _____

DEPARTURE DATE: _____ RETURN DATE: _____

HOME NUMBER: _____ CELL NUMBER: _____ OTHER: _____

VEHICLE INFORMATION:

HU DECAL NUMBER: _____

YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

LICENSE PLATE NUMBER: _____ LICENSE STATE: _____

REASON FOR LEAVING VEHICLE ON CAMPUS:

AREA VEHICLE WAS LEFT

AUTHORIZED AREAS: All vehicles must have a current Student/Faculty-Staff decal on the vehicle.

DURING SPRING BREAK

On campus Resident Students may leave their vehicles around their dorms, except in the areas of lot 9, 13, 16, 25 and 32; They are prone to flooding. Off campus students can leave their vehicles in Lot 21 in the Student Section of the lot.

DURING WINTER BREAK

Please leave your vehicle in Lot 20 (in front of Whipple Barn along the fence line in a well-lit area)

All other times and areas are authorized on a case by case basis.

***NOTE:** HAMPTON UNIVERSITY WILL NOT BE RESPONSIBLE FOR YOUR VEHICLE. YOU WILL BE LEAVING YOUR VEHICLE AT YOUR OWN RISK. IF YOUR VEHICLE NEEDS TO BE MOVED AT ANY TIME DURING YOUR ABSENCE IT WILL BE MOVED AT YOUR EXPENSE. IT IS RECOMMENDED THAT YOU LEAVE A KEY WITH HUPD DISPATCH.

I HAVE READ AND UNDERSTAND THE ABOVE NOTE. _____
SIGNATURE DATE