



Those individuals or parties who do not have authorized vehicle access to New Sanno property must request access. Submission of request does not guarantee approval.

Request must be submitted five day workdays prior to visit/event.
Each request will be reviewed for approval based on parking availability.
Approval does not guarantee a parking spot, due to limited parking spaces.

Sponsor Name (Last, First, MI)	Rank/Title	Cell Phone Number	E-Mail Address
Unit/Organization	Command Phone Number		Command Address
Dates Requested	Times Requested		X _____ Sponsor's Signature (Digital Authorized)
From: To:	From: To:		

..... **Driver and Vehicle Information**

Driver Full Name (Last, First, MI)	License Number	License Expiration Date
Vehicle Model	Vehicle Make	Vehicle Color
License Plate Number	JCI Expiration Date	Cell Phone Number

- ✦ The New Sanno Hotel Director/General Manager may withdraw or revoke parking privileges for personnel who fail to comply with driving and parking requirements depending on the nature of offense.
- ✦ If approved, the driver must understand that they are subject to inspection of their vehicle and contents within.
- ✦ Failure to comply will automatically result in denial of access.

..... **FOR NEW SANNO ADMIN USE ONLY DO NOT MARK BELOW THIS LINE**

Approved By	
<p>Not Valid Without Original Signature Access may only be granted by authorized official</p>	X

**PLACE APPROVED VEHICLE
ACCESS REQUEST IN THE
WINDSHIELD AREA OF YOUR
VEHICLE WHILE PARKED**