



RIVERFRONT OFFICE PARK  
ONE & 101 MAIN STREET  
CAMBRIDGE, MA 02142

Phone: (617) 497-7711 Fax: (617) 494-1760

## OVERNIGHT & EXTENDED PARKING REQUEST

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Parking Access Card #: \_\_\_\_\_

Date of Request (Must provide before 1:00 PM on day prior to leaving vehicle): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**\*\*Length of stay not to exceed 5 business days\*\***

**Parking Space # (please park on level 4A / spots in 409 - 507):** \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_

Color of Vehicle: \_\_\_\_\_

State and License Number: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Secondary Telephone Number: \_\_\_\_\_

Special Instructions in Case of Emergency: \_\_\_\_\_

*Please note that anyone leaving a vehicle overnight may be towed for any reason due to an emergency. In an effort to avoid towing fees which will be due by the owner of the vehicle it is important to leave keys with an emergency cell # of someone nearby or in the building regularly. Please discuss with your main tenant contact.*

**\*\* Prior to departure, please forward a copy to: Your building liaison, facilities or operations team. \*\*\***

***If you do not have one then please send to:***

***jgaboury@nsecurity.com, dhilario@nsecurity.com and michelle.edwards@CBRE.com*** and keep a copy for your files. ONLY persons with a Riverfront Office Park access card are allowed to park overnight for any length of time up to 5 business days.

*Please contact the management office at 617-497-7711 with questions or concerns\*\**