



Long-Term Overnight Parking Request & Permit

Transportation Department

Purpose: Authorizes overnight parking in designated areas at Township Park & Ride facilities.

A. Applicant Information

- Applicant name (last, first, MI): _____
- Organization (if applicable): _____
- Phone: _____ Email: _____
- Mailing address: _____

B. Vehicle Information

- Make: _____ Model: _____ Color: _____
- License plate: _____ State: _____
- Insurance: **Please attach a copy of a valid insurance ID card.**

C. Location and Dates

Select Park & Ride location (check one):

- ☐ Research Forest – 3900 Marsico Place (The Woodlands, TX)
- ☐ Sterling Ridge – 8001 McBeth Way (The Woodlands, TX)
- ☐ Sawdust – 701 Westridge Road (Spring, TX)

- Start date (first overnight): ____ / ____ / ____
- End date (last overnight): ____ / ____ / ____
- Total nights requested: ____
- Designated parking area if applicable (assigned by Township): _____

D. Fee and Payment (prepayment required)

- Overnight parking fee: \$5.00 per night
- Number of nights: ____ × \$5.00 = Total due: \$ ____
- Payment type: [] Credit/Debit [] Check [] Other: _____
- Name on card/check: _____
- Date paid: ____ / ____ / ____ Receipt number: _____

2801 Technology Forest Blvd. | The Woodlands, TX 77381
281-210-3800 | thewoodlandstownship-tx.gov



E. Terms, Conditions, and Disclaimers (initial each item)

1. Authorization is for overnight parking only in designated areas; it does not provide building access after-hours. Overnight camping or sleeping in vehicles is prohibited. Initial: ____
2. Parking is at your own risk. I understand and agree that The Woodlands Township assumes no responsibility or liability for any loss, injury, theft, or damage to me, my vehicle, or my personal property arising out of or related to use of the Park & Ride parking lots. I further agree to release, indemnify, and hold harmless The Woodlands Township, its officers, employees, and contractors from any and all claims, demands, damages, or causes of action of any kind, including costs and attorney's fees, arising from such use. Initial: ____
3. Vehicles parked without authorization may be towed at the owner's expense. Initial: ____
4. Authorization is non-transferable and valid only for the vehicle listed. Initial: ____
5. Misuse of facilities, including blocking bus operations, occupying non-designated areas, or violating posted instructions, may result in immediate revocation of authorization and towing of the vehicle at the owner's expense. Initial: ____
6. The Township may review or amend policies without notice. Initial: ____
7. Applicant agrees to comply with posted signage, staff instructions, and all applicable laws and ordinances. Initial: ____

F. Certification and Signature

By signing, I certify the information provided is accurate and I accept the terms, conditions, and disclaimers above.

- Applicant signature: _____ Date: ____ / ____ / ____
- Printed name: _____

G. The Woodlands Township – Approved By:

- Request number: _____ Received by: _____ Date: ____ / ____ / ____
- Approved by: _____ Date: ____ / ____ / ____
- Designated area assigned: _____
- Permit valid from: ____ / ____ / ____ to ____ / ____ / ____
- Notes: _____

Park and Ride Receipt – Duplicate to Applicant

H. Receipt Stub (keep for park and ride paperwork)

The Woodlands Township – Overnight Parking Fee Receipt

- Location: ☐ Research Forest ☐ Sterling Ridge ☐ Sawdust
- Date(s) covered: _____
- Amount collected: \$5.00 per night × ____ nights = \$_____
- Payment type: _____
- Collected by (onsite attendant): _____

This receipt acknowledges payment of the overnight parking fee for the Park & Ride noted above.

Questions: express@thewoodlandstowship-tx.gov | 281-210-3800

Customer Receipt - Duplicate

I. Receipt Stub (attach to applicant copy)

The Woodlands Township – Overnight Parking Fee Receipt

- Location: ☐ Research Forest ☐ Sterling Ridge ☐ Sawdust
- Date(s) covered: _____
- Amount collected: \$5.00 per night × _____ nights = \$_____
- Payment type: _____
- Collected by (onsite attendant): _____

This receipt acknowledges payment of the overnight parking fee for the Park & Ride noted above.

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