



MEMPHIS THEOLOGICAL SEMINARY
Facilities and Safety Department
STUDENT HOUSING, KEY, PARKING PERMIT, REQUEST FORM

Student Name: _____ Date: _____

MTS ID# _____ Program of Study: _____

Home Address: Street # and name: _____

City: _____ State: _____ Country: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail Address: _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ Vin. # _____

Tag #: _____ Expiration Date: _____ State: _____

HOUSING NEEDED:

Gender: (M) _____ (F) _____ In Date: _____ Out Date: _____

Days needed: S _____ M _____ T _____ W _____ T _____ F _____ S _____

Signature: _____ Date: _____

Please be sure that all information fields are completed and that the request is signed. Call for help or questions regarding this form. Mail or fax completed form to:

Facilities and Safety Department

facilitieshelpdesk@memphissiminary.edu

Phone: 901-334-5836

Fax: 901-324-4045

To be completed by Facilities Staff

Commuter Parking Permit # _____ Date issued _____

Student Housing Parking Permit # _____ Date Issued _____

Student Housing Address assigned _____

Key# _____ Date Issued _____ Who Issued _____

Key# _____ Date Returned _____ Who Received _____

For room assignments and key disbursement: Please see Ernie in the Facilities Office
The Facilities office is open from 8:00am-4:30pm Monday-Thursday, 8:00am-3:00pm Friday