

## **Visitor Parking Update**

### **Update to Parking Policy Effective March 19, 2010**

Visitors are required to display visitor parking permits in their front windshield. Visitor parking permits allow parking in a visitor parking space for longer than one hour, as well as other general parking not designated for a specific purpose. Visitor parking permits will identify the event being attended so the person can be contacted in case of damage or accident with their vehicle.

Visitors may park in visitor parking for no longer than one hour without a valid visitor's permit. If the visitor will be on campus for a period longer than one hour, they should see the receptionist at the north reception desk located at Entrance C or at the west reception desk located at entrance B to obtain a valid visitor's parking permit. A valid parking permit will include the event being attended and will have a beginning and ending date listed on the permit.

Visitor parking permits may be distributed electronically to groups of people, prior to their arrival for an event. Martha Seal distributes the electronic form to the group contact when space is reserved, along with the facility usage policy.

Campus security monitors all parking areas and visitors without permits will be ticketed if their car remains in visitor parking longer than the one hour time period allowed.

Employees and students are not to use the visitor parking spaces at any time.