

Special Events Parking CO-CV-PR14

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

Revision Date: 15 October 2013

Errors or changes to: aim@uta.edu

I.

Reserved parking for special events and seminars that are held on campus must be requested as far in advance as possible and will be granted depending upon the availability of parking. The following areas are designated for special function parking at the university:

- A. Maverick Garage (email garage@uta.edu)
- B. Remote Parking/Lot #26
- C. College Park Garages

II.

Written requests for reserved special events parking must be made on-line at <http://www.uta.edu/campus-ops/police/forms/special-event.php>, or faxed to 2-6115 and should include the following:

- A. Requesting person's full name
- B. Person's University affiliation
- C. Person's phone number
- D. Name of group needing reservations
- E. Building and room where group will meet
- F. Event start and ending date(s) and time(s)
- G. Estimate of attendance (number of spaces required)
- H. e-Mail address
- I. Description of scheduled event

J. Temporary hang tag(s) needed

III.

The Police Department may provide barricades to reserve parking in lot; however, the Police Department will not provide an officer to work unless an off-duty officer is requested as per *Employing Off-Duty Officers* ([Procedure 6-6](#)) of this section.