

August 2009

Visitor Parking – Information for Faculty and Their Guests

For those of you who have visited campus in the past, there will no longer be attendants at any of the campus visitor surface lots nor parking coupons that can be validated.

The Department of Transportation Services has now installed **multi-space pay stations**.

The closest visitor lot to CS offices is located across from the A.V. Williams Bldg.

Visitors may park in a lot marked “visitor parking”. Spaces will be numbered and the visitor will enter that number into the machine (pay station) along with the amount of time the person specifies for his/her parking duration. These machines will accept payment by **cash or credit card. No refunds on time are available and the machine does not provide change (example: The cost for one hour is \$3 but if the visitor uses a \$5 bill, the machine will not give \$2 dollars change. The exact amount is needed when using cash for payment. The machine does not accept a \$20 bill.)** If a visitor plans to spend the day and selects 5+ hours (all day parking) and pays \$15, the visitor should not leave his/her space for lunch or for any other purpose. If one does so and returns to the lot, payment for the new space must be made. The lots are patrolled and tickets will be issued for cars whose time has expired. When driving into the lot, you will not be able to determine if time remains in any given space.

Parking meters (if you can find one that is available) are cheaper than visitor lots, \$2 vs \$3 per hour. However, the number of meters has been decreased from 500 to approximately 100 meters.

Warning Message when time is about to run out. A visitor who uses a credit card and has a cell phone can arrange to have a text message sent to the phone when time is about to run out. The visitor can add time and money by cell phone using a credit card.

Pre-Paid Parking using an 8-digit pin number

It is also possible to pay for parking in visitor lots using a special 8-digit pin number that Jessica or Brenda can provide. The 8-digit pin is to be entered into the pay station at the time the person parks along with the space number and the duration of the stay.

Getting a Pin Number for your visitor: The Department of Transportation Services has PIN numbers which CS can obtain if we have advance notice of the visitor’s arrival. Faculty members who feel it is necessary for the department to cover this expense should provide the needed information to Jessica or Brenda so that **you** can provide the pin number to your visitor **before his/her arrival**.

Parking Cost: All day parking costs \$15 (or \$5 for a Saturday or Sunday). The person can specify less than 5 hours at the pay station and will be charged accordingly at \$3 per hour. (This is an increase from the prior payment schedule.)

Please be mindful of our budget constraints when requesting the level of parking needed. We may have to restrict use if use becomes excessive (as defined by budget constraints).

Conferences: If you plan to hold a large meeting/conference on site and wish to pay parking for attendees from a research/meeting account you have for this purpose, we will need to request pin numbers in advance. Please be mindful of this when planning the event and contact Jessica/Brenda with sufficient notice so that they can accommodate your request.