EVENT / VISITOR / GUEST PARKING

Responsible Offices: Auxiliary Services, Parking & Transportation

Effective Date: 05.2018; Revised 07.01.18

I. Overview

Auxiliary Services and Parking and Transportation Services shall take the necessary action to assist in providing available parking for members of the general public “Visitors / Guests” to attend events and/or functions on campus. Priority will always be given to students and staff to ensure academic disruptions do not occur.

II. Definitions

a. Event: A function consisting of 10 or more visitors and/or guests.

b. Visitor / Guest: Any person on the campus of the University who is neither a student nor a faculty or staff member.

III. Events

Events held on campus that are strictly targeted to faculty, staff and students, parking will be available in the area their permits allow at no extra charge. If other areas are requested or the event will have participants other than the before mentioned, guest parking facility use fees will apply as mentioned in this section.

Sponsors of events shall notify Auxiliary Services/Parking and Transportation at least four (4) business days in advance of scheduled events so that special traffic control and parking plans may be implemented. Upon receipt of the Special Event Request Form, efforts will be made to provide convenient parking for each event.

1) Unattended Lot Rates

<table>
<thead>
<tr>
<th>Lot Spaces: 0-50 (small)</th>
<th>Peak (M-F, 7 a.m. - 6 p.m.)</th>
<th>Off Peak (M-F, 6 p.m. - 7 a.m., Sat-Sun, all day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lot Spaces: 51-100 (medium)</td>
<td>$150.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lot Spaces: 101-up (large)</td>
<td>$300.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Greene Track Lot</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
2) **Attendant Rates**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>$25.00 per hour Minimum charge of 3 hours = $75</td>
</tr>
<tr>
<td>Attendant</td>
<td>$21.00 per hour Minimum charge of 3 hours = $63</td>
</tr>
</tbody>
</table>

Event prices effective per schedule below:
- All new parking facility use fees (outlined above) will be postponed until June 30, 2019
- Beginning July 1, 2019 parking facility use fees will be charged at a 50% discount
- Beginning July 1, 2020 parking facility use fees will be charged in full per the posted schedule, without any discounts previously discussed.

IV. **Visitors**

University departments needing guest or visitor parking may instruct their visitors to the Visitors lot (M lot) at no expense. Since needs are very diverse and require multiple levels of attention for different departmental visitors, Auxiliary Services will make available the following options that together will provide enough flexibility for each department to meet their visitor needs.

**PLEASE NOTE:** Visitor options are intended to be used for small groups under 10 visitors. Requests for any of the below visitor parking services should be made via email to parking@uncw.edu, per your department, college, or division procedures. (Groups over 10 are considered events. Departments should follow instructions under Section III. Events, and use the Special Event Request Form for these groups.)

**Effective July 1, 2018:**

a. **Electronic Parking Passes, $5.00 per pass, per day**
   Departments may request from the Parking and Transportation Office an Electronic Parking Pass. Passes are formatted to have the ability to be emailed to the guest prior to their arrival making the process easier for the department and the visitor. Passes will be billed to the department on a monthly basis.

b. **Pay Station Coupon Codes, $5.00 per code use, per day**
   Departments may provide their guests, either by phone or email, a code for parking to be used while on campus. Parking codes will work at any of the Multi-Space Pay Station areas currently located at the following areas: Parking Deck, Price Drive near the Campus Recreation Center, FF lot by Wagoner Hall or at Q lot by Cultural Arts.

   Guests follow the instructions at the pay Station and enter the code when prompted. Codes can be issued to the department to meet their needs, either for a one-time use or multiple uses. The parking software will track when it is used, the number of times it is used, and the location. At
the end of each month, the department will then be issued a detailed report along with the monthly bill.

c. **Scratch Off Parking Hangers, $5.00 per pass**
   Departments may request to purchase up to 20 scratch off hangers at a time to keep on hand for last minute visitor needs. Simply scratch off the date, and give to your visitor when they arrive.

d. **Departmental Reserved Spaces, $312.00 per space, per year**
   Departments may designate a fixed number of spaces at their location to use for their visitors for an annual fee. Auxiliary Services will maintain the spaces accordingly to include striping and signage. To help keep this annual expense reasonable, Parking Enforcement support for these spaces will only occur when the department reports an issue. Reserved locations are dependent on the availability of adequate parking space.

e. **Service Vehicle Permits for Personal Vehicles, $45.00**
   Department supervisors may request by email to parking@uncw.edu a supplemental service vehicle parking hanger for an employee’s personal vehicle. A fee of $45.00 per supplemental hanger will be billed to the department.