

UAH EVENT PARKING REQUEST

Dates:		Time:	
Name of Event:			
Location of Event:			
Description of Event:			
# of non-affiliated attendees:		# of affiliated attendees:	
University Sponsor/POC:	Phone #:	Email:	
Additional Info and/or Special Requests:			

Below is an excerpt from the UAH Parking Rules and Regulations, which can be found in its entirety at <https://www.uah.edu/vpsa/auxiliary-services/parking>.

Student group sponsors or departments planning to conduct meetings, workshops, conferences, or other special events for which persons from off campus will be invited must complete the UAH Event Parking Request Form and email to parking@uah.edu at least 45 days in advance of the event date.

Every effort will be made to accommodate event parking requests. However, University-affiliated parking customer rights and accommodations take priority. Therefore, it's imperative that planners obtain confirmation and approval from UAH Parking Services **BEFORE** advertising, inviting guests, or expending financial resources. Please be mindful that requests for event parking within the interior of the campus may be denied if notification is not received at least 45 days in advance! Furthermore, availability to reserve on campus parking for events within the interior parking lots cannot be guaranteed if there are, for example, any pre-existing event conflicts, the expected number of guests far exceeds available parking spaces, construction work, or other reasons.

The approval process for **large events** conducted on Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- When a request for event parking within the interior of the campus is received and the expected number of guests **exceeds 30**, the Supervisor of Parking Services will review the request and determine the impact on student and employee parking.
- Planners should expect to be directed to use one of the satellite parking lots such as the Benchmark Lot located just west of the SWIRLL Facility or Executive Plaza (SEE PARKING MAP). It is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate satellite parking lot(s).

When satellite parking lots are required, event planners may want to arrange a shuttle service to transport guests between the satellite parking lot and the event venue. Suggested options include:

- The UAH Facilities and Operations Department maintains a small fleet of 12 passenger vans for a fee of \$65.00 or \$0.65 per mile. Drivers are not provided. Coordinators must ensure that properly licensed and approved van drivers are used.
- Various vehicle rental companies (Hertz, Dollar Rental, Enterprise, Budget, etc..) may also be an option. Prices for van and small bus/limousine rentals are available on company websites. Most provide corporate rates.

The approval process for **small events** conducted on Monday – Friday from 7:30 AM – 5:30 PM while classes are in session:

- Events expecting 30 or fewer guests, will be reviewed especially when the requested parking lot to be used is one with a high average daily usage demand. The impact of the additional vehicles will be evaluated against relevant usage data. UAH Parking Services will decide if the event planners may use the lot or offer an alternative solution. If the request is approved, it is strongly suggested that you obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate parking lot(s) if approved.

Events hosted by the Office of Admissions involving student recruiting, orientation, and other events that are determined to be in the best interest of the University may be authorized to park their guests in requested interior lots. In some cases, it may be necessary to capture parking spaces in advance with the placement of cones and barricades.

WARNING: Moving traffic cones or barricades is a violation that may subject an individual to a fine and/or having their vehicle towed and impounded at the owner's expense.

Only UAH Parking Services may authorize the closure of a University parking lot or street for a special event that will cause the displacement of students and employees from parking in their approved zoned lots or re-routing of regular traffic flow.

During the week, if classes are NOT in session, group parking for most special events can normally be accommodated in "Commuter and Faculty/Staff" lots located around campus. UAH Parking Services will determine availability and assign lots based on expected attendance and possible conflicts with other approved events. On the weekends and holidays, parking is generally more available everywhere on campus. **Coordination with Parking Services is still required.**