



Designated Parking For: Conferences, Institutes, Special Events Policy

Responsible Office: Public Safety Division

Originally Issued: January 1976

Revised: January 1988

1.0 Purpose

To provide a procedure for scheduling designated parking for attendees at GHSU sponsored or related conferences, institutes, or special events.

2.0 Policy

Georgia Health Sciences University shall provide designated parking for attendees at GHSU sponsored or related conferences, institutes, or special events. The parking spaces shall be provided within the limitations directed by the overall parking space availability.

3.0 Procedure

3.1 The requestor shall contact the Manager, Parking Services Bureau, or Parking Office Supervisor at least one week prior to the ensuing event. Contact may be made telephonically, by written memorandum, or by electronic mail. The requestor should provide the date and time of the event, the name of the event, the expected attendance, information on requirements for reserved disabled parking, reserved VIP parking, requirements for maps or guest passes, and any special signs required. Requests for the presence of a Parking Services Officer shall be made concurrently.

3.2 The Parking Services Bureau shall designate an appropriate parking area and provide this information along with maps (if requested), within one working day of receiving the request. The Parking Services will be responsible for all coordination required. This shall include: ordering necessary signs, requesting traffic control support, placement of requested signs (whether for directions, reserved disabled parking, or VIP parking), and capturing parking areas to be reserved. The presence of a Parking Control Officer is subject to manpower availability, at the discretion of the Manager, Parking Services Bureau.

This entry was posted in *Administrative, Public Safety Division* and tagged *parking*. Bookmark the *permalink*. Both comments and trackbacks are currently closed.