

SUBJECT: SPECIAL PARKING ARRANGEMENTS		Page 1 of 2
Policy Number: ADM 0020	Supersedes: NONE	
Effective Date: 3/18/2010	Previously Issued: N/A	
DEPARTMENT: DPS PARKING MANAGEMENT		

1. STATEMENT OF POLICY:

LMU's Parking Management Office is responsible for managing campus vehicular traffic to provide a safe environment for students, faculty, staff and visitors; and to ensure maximum utilization of the campus' parking resources.

2. PURPOSE:

Loyola Marymount University's parking guidelines and associated regulations have been developed to manage finite campus parking resources. The university occasionally hosts functions whose programming brings a number of outside guests driving non-registered vehicles onto campus. In order to mitigate the effect of these additional vehicles on faculty, staff and students, special parking arrangements are required. This policy will define occasions that trigger special parking arrangements.

3. DEFINITIONS:

Guests / Visitors: Any person not a current LMU faculty member, staff member, or student.

Non-Registered Vehicle: A vehicle not displaying a current LMU parking sticker.

Peak Time: Monday through Thursday 8am to 5pm

Reserved Space: Parking space typically designated for faculty, staff or student use, blocked-off from general use for a limited time.

4. GUIDELINES:

4.1 Any scheduled reservation that invites 50 or more non-registered vehicles to campus will trigger special parking arrangements.

- 4.2 Any department inviting 10 or more visitors to campus must notify Event Services and place a reservation in the university calendar system (R25) including the estimated number of visitors expected regardless of whether specific spaces are reserved.
- 4.3 Since the effects on campus parking are cumulative, the Parking Management Office may determine if multiple [smaller than 50] concurrent events contribute to an overall need for special parking arrangements on a given day.
- 4.4 Requests for reserved spaces must be submitted to and are subject to approval by the Parking Management Office.

## 5. LIMITATIONS:

- 5.1 All university blackout dates apply.
- 5.2 Special Parking Arrangements
  - Special arrangements may include off-site lot rental, shuttle transportation, Valet service or traffic control and signage.
  - Services are coordinated through the Parking Management Office.