

Parking and Transportation Services Manual (PTS)

PTS 201: Visitor Parking

Effective: 2/10/1956

Revised: 7/1/2023

Purpose

To advise visitors and sponsors about available visitor parking on campus

Sources

ASU Parking Rules and Regulations

Parking and Transportation Services

Policy

A visitor to the ASU campus may park in designated [visitor parking](#) or day-pass lots and in metered parking areas. Depending upon space availability, departments may make advance arrangements for sponsored, i.e., invited, visitors.

Procedures

General Public

Park in a pay-by-space/pay machine parking area, or park in a designated visitor parking garage and pay the required fee. Visitor permits may also be purchased for designated campus parking lots at those campus specific Parking Office(s).

Sponsored Visitors

Responsibility	Action
Department sponsoring visitor	<ol style="list-style-type: none">1. Inform the visitor about the location of the visitor parking lot and fee payment. Maps are available on the PTS Web site.2. Request reserved visitor parking at least 2 weeks in advance by submitting a Visitor Reservations form through the PTS Web page.3. Determine who will pay for parking (sponsor or visitor).
	If the sponsor will be paying:
	<ol style="list-style-type: none">4. Purchase parking validation at your campus Parking Office. <p>Note: Validation can be purchased for events and departments. Other forms of validation are available. Contact ASU PTS for information</p> <ol style="list-style-type: none">5.

Parking and Transportation Services administration	<ol style="list-style-type: none"> 5. Issue the purchased parking validation to the sponsor. 6. Designate the visitor lot to be used and inform the lot attendant supervisor of daily reservations. 7. Ensure that the required number of visitor parking spaces is reserved daily.
Sponsored visitor	<ol style="list-style-type: none"> 8. Pay the parking fee by scanning the validation QR code or barcode at the reader before exiting.

Cross-References

For information on parking for conferences and meetings, see [PTS 202](#), “Conference Parking.”

For information on parking for special events, see [PTS 203](#), “Events Parking.” For information on parking citations and appeals, see:

1. the policies in PTS 301, “Parking Citations”
and
2. the policies in PTS 401, “Parking Citation Appeals.”

For information on motorist assistance services, see [PTS 701](#), “Motorist Assistance Program (MAP).”