

Parking and Transportation Services Manual (PTS)

PTS 201: Visitor Parking

Effective: 2/10/1956

Revised: 11/1/2025

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-plate/pay by mobile parking area, or park in a designated visitor parking garage and pay the required fee. Visitor parking may be purchased in advance 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 of fee or payment. Maps are available on the PTS Web site. 2. Request reserved visitor parking at least 2 weeks in advance by submitting a Visitor Reservation 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. Department should issue parking validations through their designated departmental validation account. <p>Note: Validation accounts should be set up in advance. If your department does not have a validation account please email ASU PTS to initiate the set up process. Events with 50 or more patrons regardless of whether validations will be issued, the sponsoring Dept.</p>

	<p>must submit a visitor reservation request to allow PTS to accommodate the most suitable location(s) and to ensure adequate staffing when needed. For smaller groups this must be specified on the visitor reservation form.</p>
<p>Parking and Transportation Services administration</p>	<p>5. Email the parking validation Dept. or sponsor their online login credentials and the PTS instruction tutorial.</p> <p>6. Designate the visitor lot to be used and inform the lot attendant supervisor of daily reservations.</p> <p>Note: Certain Facilities may require advance notice for smaller groups. Verify and confirm these thresholds are specified and completed on the visitor reservation form if this information is not included, please follow up with the sponsoring Dept. to request this information.</p> <p>7. Ensure that the required number of visitor parking spaces is reserved daily.</p>
<p>Sponsored visitor</p>	<p>8. Pay the parking fee by scanning the validation QR code at the reader before exiting.</p>

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).”