

# Parking and Transportation Services Manual (PTS)

## PTS 202: Conference Parking

Effective: 2/10/1956

Revised: 3/1/2010

### Purpose

To provide parking for visitors attending conferences or meetings on campus

### Source

Parking and Transportation Services

### Policy

Advance parking arrangements must be made for visitors attending conferences or meetings on campus. Parking and Transportation Services attempts, within space limitations, to reserve the required number of spaces in designated parking lots.

### Procedures

| Responsibility                            | Action  |
|---|---|
|   | At least two weeks in advance:  |
| Sponsoring department                     | 1. Call the campus Events Office, Parking and Transportation Services (PTS) to coordinate conference parking. See the "Contact Parking" area on the ASU Parking and Transportation Services Web site for a listing of all ASU campus parking offices and contact information. Provide the required number of spaces and the location, date, and time of the conference, or use the online request form at <a href="#">ASU Parking and Transportation Services</a> . |
| Parking and Transportation Services (PTS) | 2. Designate the locations to be used.<br>3. Ensure that the required number of spaces is reserved in the designated lots for conferences and meetings.   |
| Sponsoring department                     | 4. Determine who will pay for parking (the visitors or the sponsor).<br>5. Purchase parking validation stamps or conference passes from PTS, if needed.   |
| PTS                                       | 6. Issue validation stamps or conference passes if requested and payment has been made.   |
| Sponsoring department                     | 7. Inform the visitors of the parking lot location and fees, or provide visitors with validation stamps or conference passes and instructions for proper use. Maps are available on the PTS Web <a href="#">site</a> .  |

|                      |   |
|----------------------|---|
| PTS                  | 8. Inform the visitor lot supervisor of daily conference parking requirements.  |
| Conference attendees | 9. Park in the designated parking lot and display the conference pass issued by the sponsoring department on the dashboard or from the rearview mirror; if in a gated visitor lot, upon exit, attach a validation stamp issued by the sponsoring department to the parking stub, or pay the parking exit fee if no validation stamp was issued. |

## Cross-References

For general information on visitor parking, see [PTS 201](#), “Visitor 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 300, “Parking Enforcement”  
and
2. the policies in PTS 400, “Parking Appeals.”

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