

Parking and Transportation Services Manual (PTS)

PTS 203: Events Parking

Effective: 2/10/1956

Revised: 11/1/2025

Purpose

To provide the most effective parking for scheduled events (e.g., concerts, athletic events, music recitals) held on campus

Source

Parking and Transportation Services

Policy

Parking for scheduled events on the ASU campus is controlled and is provided in various parking lots designated by Parking and Transportation Services.

Procedures

Responsibility	Action
	At least two weeks in advance:
Event sponsor	1. Sponsoring ASU departments and Non-affiliates should complete the guest parking reservation form on the Parking and Transportation Services website to arrange parking for scheduled events. You may also contact Parking and Transportation Services via email to arrange parking for a scheduled event. If planning in advance while the form is the preferred contact method, you can visit the ASU campus office where the event will be held to learn more information on our event parking requirements. See the Parking and Transportation Services contact information web site for a listing of all ASU campus parking offices. Completion of a Facility Use Agreement may be required by Parking and Transportation Services (see the <i>Financial Services Policies and Procedures Manual—FIN 126, “Private Use of University Facilities”</i>).
Parking and Transportation Services events coordinator	2. Order and direct installation of required signs. 3. Coordinate barricading to secure lots, designate areas for persons with assigned/reserved parking, those who are disabled, event support personnel, and general parking. 4. Coordinate traffic control on ASU property. 5. If applicable, arrange parking staff, ensuring that all lot entrances are properly staffed. 6. Coordinate parking assistance at lot/garage entrances, fee collection, if applicable; count, record, and deposit all financial records collected into the proper accounts. 7. Prepare itemized event billing for event sponsor within one week of the event.

Cross-References

For more information on arrangements for special events, see:

1. the *Police Department Policies and Procedures Manual*—[PDP 202-01](#), “Management of Special Events”
and
2. the *Financial Services Policies and Procedures Manual*—[FIN 126](#), “Private Use of University Facilities”).

For general information on visitor parking, see [PTS 201](#), “Visitor Parking.”

For information on parking for conferences and meetings, see [PTS 202](#), “Conference Parking.” For information on motorist assistance services, see [PTS 701](#), “Motorist Assistance Program (MAP).”