

**LINCOLN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
RESERVED PARKING POLICY**

Purpose:

To establish guidelines for the requests and use of reserved parking spaces at Lincoln University.

Procedures:

The following procedures will be used to request and control reserved parking spaces on the Lincoln University campus.

Authorities who may request reserved parking spaces:

President: Unlimited approval

Vice Presidents: 20 spaces for each event

Deans and Directors who report to the president: 5 spaces

Department Heads: 2 spaces

Directors: 2 spaces

Non-University Employees: 2 spaces

A maximum of five (5) spaces may be reserved on Dickinson Dr. All others will be reserved in the Collier-Hatcher-Parks lot. Requests for more than five spaces on Dickinson Dr. must be approved by the University President.

All requests for additional spaces must be approved by the superior with the authority to request the number of spaces required.

In addition to reserving parking spaces, there will be one other way to obtain parking on campus. That will be through the use of Temporary Hangtags and Dash Board Permits. These two types of tags will not guarantee a space on campus, but will afford the guest the opportunity to park on campus if space is available. The type of temporary permit issued will be decided by the Department of Public Safety.

How to request reserved parking or temporary permits:

1. Fill out the parking request form (see attached copy).
2. Submit request **five (5)** working days prior to the date of the event.
3. Telephone requests with less than five (5) days notice will be taken in **emergencies**, but no guarantees will be given as to the type and quantity of parking that will be available.

Responsibilities of requesting persons:

1. Notify the Department of Public Safety of any changes or unneeded spaces after the start of your event.
2. Notify the Department of Public Safety as soon as your event is over or canceled so that parking can be reopened.
3. Notify guests about what type of parking they will be receiving and the location of the parking. Maps of campus parking may be obtained from the Department of Public Safety.

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RESERVED PARKING REQUEST

1. Requesting Office: _____
2. Requested Parking Date: _____ Time: From: _____ To: _____
3. Location Requested _____
4. Type of function and place: _____
5. Reserved for whom: _____
6. Number of spaces requested: _____
7. Number of temporary permits requested (if needed): _____
8. Requesting authority signature and date: _____
9. Phone number of contact person: _____

ALL REQUESTS MUST BE SUBMITTED FIVE (5) WORKING DAYS PRIOR TO THE EVENT.

If you have any questions or need additional information, please contact Public Safety at 681-5555.

Receiving DPS Signature/Date: _____

Instruction for Parking Request Form:

1. Name of **office/person** requesting reserved parking.
2. **Date** and time parking spaces are required. (Example: From: 11:00 am to 7:00 pm).
3. **Where** on campus reserved parking is to be.
4. Give the name of **Function/Event** and in what building function/event is being held.
5. What the reserved sign is to say. Remember that space is limited on the sign, so condense as much as possible. (3 words max.)
6. **Number** of reserved spaces requested.
7. Number of temporary permits. Remember there is a limit on reserved spaces.
8. **Person requesting parking** (remember it must be an authorized person as listed in the policy.). **Date signed: Must be in the Department of Public Safety five days prior to the event.**
9. The phone number of the **authorizing person.**
10. Space for Public Safety Personnel only.