


Subject:		Special Event & Guest Parking	Policy # 20.6
	Prepared By:	Steve McLaughlin, Director	Effective Date: February 2010 Revised December 2012
	Approved By:	Brock Rasmussen, AVP Facilities	Page 1 of 1

Purpose

The purpose of this policy shall serve as a guideline for the most efficient use of lot C for MCAD students, staff and faculty, and their approved guests and or events.

20.6.1 Event & Visitor Parking Policy – Lot C

When a college department, faculty or staff member is hosting a guest(s) or event, Lot C can be utilized by departments for events or visitor parking (space permitting). The event/visitor parking grid (Parking Policy 20.6.3 - appendix 1) provides information to requesting departments, including what information to provide to Public Safety, criteria for approval, who will approve, and method of entry and exit. Unless otherwise approved please remember that parking is on a space available basis, and is not guaranteed.

20.6.2 Visitors/Guest Options for Using Lot C

Option 1 – PIN code and Exit Only Pass (exit only pass requires advance notice to Public Safety)
When there is no time to mail or deliver a day pass, or issue a PIN code, Exit Only passes should be purchased in advance (\$2 each) from the Art Cellar, and are to be given to the visitor(s) by their college host after they have been let in to lot C. For larger, advance notice events, a PIN code can be provided by the Director of Public Safety to the host department to disseminate to their guests/event attendees. Guests can use the four digit code to enter, and the host department must issue the Exit Only passes so visitors may then use the pass to exit, (the ticket will be kept by the exit gate). These passes will not allow entry in to the parking lot.

Directions for entering lot C (no parking pass): Pull up to the entrance gate, press the “Press Button for Assistance” button, state your name, and who you’re visiting or the event you’re participating in. If the parking lot is full you will have to continue past the raised parking gate, turn around, and then exit. If not, pull into the lot and park. **PIN Code-** pull up to the entrance gate and key in the four digit code followed by the “#” key. **Exit-** use the “Exit only pass”, that you should have been given by your MCAD host; at the exit gate, insert the exit pass (mag strip down) into the receiver, the gate arm will rise allowing you to exit.

Option 2 – MCAD Day Pass

These passes should be purchased in advance by the host department (\$2 each) when there is time to send them out to the guests before they arrive. Day Passes must be used to enter **and** then exit. The ticket will be kept by the exit gate.

Directions for using the MCAD Day Pass: Pull up to the entrance gate, insert the paper ticket (mag strip down) in the ticket receiver; remove the ticket and drive through. **Exit-** using the same ticket, pull up to the exit gate, insert the ticket and drive through after the gate arm rises.

Parking Policy # 20.6.3 Appendix 1: Event/Visitor Parking Grid

	10 Vehicles or less	10-50 Vehicles	50+ Vehicles
Advance notice needed to process request	2 Days	2 weeks	3 weeks
Parking request and information sent to	1. E-mail request sent to public_safety@mcad.edu with the following information: <ol style="list-style-type: none"> Name of event and purpose (send guest list if known) Date and time of event Duration of event Expected number of attendees If it is anticipated that regular parkers will be displaced, provide event purpose/rationale 		
Criteria for approval	Automatic unless there are other conflicting events on the same day	1. Other events on that same day. 2. Time of day 3. Does the event serve the greater college mission. 4. Will regular stored value card users be displaced?	
Approval	Director of Public Safety	1. If no regular parkers will be displaced: <ol style="list-style-type: none"> Director of Public Safety will approve request 2. If regular parkers will be displaced by one or more events on the same day: <ol style="list-style-type: none"> Director of Public Safety will send request with recommendation to Facilities Planning Committee. If a short notice approval is needed, the Vice President whose area is hosting the event may grant approval. If approved, Public Safety will send out e-mail notice to campus advising of increased parking demand on event day. 3. Automatic approval is granted for the following events; <ol style="list-style-type: none"> Art Sale, Experience MCAD Day, Fall & Spring commencement, Portfolio weekend, Move in/Move Out 	
Alternative methods of entry/exit (prioritized)	1. Daily Pass 2. Public Safety remotely gating in. Host Department to provide exit pass.	1. Daily Pass 2. Gain access to the Lot by Using PIN code provided by Director of Public Safety. Host Department to issue "exit-only pass" for exit. 3. Host Dept. provides a staff member prior to event to remotely gate in visitors. Host Department to issue exit pass for exit.	1. Open Gates 2. Gain access to the Lot by using PIN code provided by Director of Public Safety. Host Department to issue exit pass for exit. 3. Host Dept. provides a staff member prior to event to remotely gate in visitors. Host Department to issue exit pass for exit
Fee	Daily Pass and Exit Pass purchased at Art Cellar	Daily Pass and Exit Pass purchased at Art Cellar	1. If gates are opened, host department will pay \$2 per vehicle (forecasted) for external event. 2. No fee is charged for the annual college events listed above or other events deemed important to the college's mission. 3. Exit passes can be purchased in Art Cellar if PIN code is used.