

UNCG



*Parking Operations & Campus Access Management (POCAM)*

# *Special Event Parking*

*Effective 7/1/2018*

POCAM provides free consultation to develop customized parking plans for campus event with an array of strategies and a variety of price points available. Services include:

- Special Event Parking
- Deck Validation for Visitors
- Driving Directions and Maps
- Parking Attendant Staff
- Shuttle Bus Rental
- Temporary Directional Signage
- VIP Reserved Meters

If you have scheduling flexibility, we encourage you to plan activities and events during times when demand for parking is relatively low – late afternoons, evenings, weekends, and breaks when classes are not in session. To avoid congestion and frustration, please try to limit travel during peak transit periods – class changes, commuter arrivals/departures, and during large campus events.

**For optimal service, please submit parking requests immediately after room reservations are confirmed.** Requests received less than *two weeks* prior to the requested date of service will be processed on a space available basis. Requests submitted less than two business days in advance may be subject to an additional \$10 service charge.

## **Special Event Parking Request Form**

<https://parking.uncg.edu/pocam-resources/special-event-requests/>

## ***Parking Deck Options***

Visitor parking may be requested on a space available basis in one of three parking decks:

- **Oakland Avenue Parking Deck**  
Located on the south side of campus and visible from Spring Garden Street, Oakland Deck is accessible from Kenilworth Street or Oakland Avenue. Oakland Deck is the largest parking facility on campus and the recommended deck for events in the EUC.
- **McIver Street Parking Deck**  
Located on the north side of campus and accessible from McIver Street via Market Street, McIver Deck is the recommended deck for guests visiting the music building, Sullivan, Eberhart, Moore Nursing, Stone, McIver, Carmichael, Brown, and most residence halls.
- **Walker Avenue Parking Deck**  
Located across from the EUC, Walker Deck is the busiest, most congested deck on campus. Availability is extremely limited during peak hours when classes are in session.

## ***Deck Validation Options***

- **Bar-Code Exit Passes** may be purchased by departments to validate parking for guests. Passes are issued for individual decks (McIver, Oakland, or Walker) and are only valid in the specified deck, not redeemable at other deck locations; limit 50 passes per department.
- **Exit Gates** may be programmed to raise automatically, one vehicle at a time, to minimize wait times and to expedite smooth traffic flow for large groups; minimum 50 vehicles.

Pricing is based on parking demand during peak and off-peak hours:

- **Peak Demand**  
  
\$5 per pass/vehicle for Walker Deck; a 50% discount from the standard daily rate.  
  
\$3 per pass/vehicle for McIver Deck or Oakland Deck; a 70% discount from the standard daily rate.
- **Off-Peak Demand**  
  
\$1 per pass/vehicle; up to a maximum of 12 hours if utilizing exit gates.
- **Exit Express** lanes and gates are for individual visitors utilizing the 24/7 self-service pay-on-foot stations located inside each deck. Express exit validated tickets must be used within 15 minutes of validation. Up to 30 minutes complimentary, \$2 the first hour, \$1 each additional hour, \$10 maximum per day per entry.

## ***VIP Reserved Parking Meters***

When convenient access is needed for VIP guests, or event loading/unloading, individual parking meters may be reserved in some campus locations:

<u>Location</u>	<u>Number of Reservable Meters</u>
#7 Oakland & Tate.....	20
#12 Mossman.....	5
#31 College Avenue.....	12
#33 West Drive .....	10

*Other locations may be considered on a case by case basis.*

The current cost for short term reserved parking is \$9 per space per day. To properly process your request, we ask that all reserves are requested at least two business days (48 hours) in advance. Requests submitted less than two business days in advance may be subject to an additional \$10 service charge.

## ***Surface Parking Lot Options***

Permits are required to park on campus midnight Sunday through 5pm Friday. Temporary permits may be used to park in A/C/E permit lots on a space available basis; however, these permits are not valid to park in metered spaces or in parking decks.

- A/B/C scratch-off permit, valid one day only ..... \$5 each
- Park & Ride scratch-off permits, valid one day only ..... \$2 each
- Monthly temporary permit..... \$35 each

### **Evenings**

Parking is complimentary (no permit required) in Lot 7 at the corner of Oakland Avenue and Tate Street behind Graham during weekday evenings: after 5pm, Monday-Friday. However, meters, reserves, and no parking zones are enforced 24/7.

### **Weekends**

Parking is complimentary (no permit required) in all designated C/E lots on weekends: 5pm Friday - Midnight Sunday. Meters, reserves, and no parking zones are enforced 24/7.

## ***Signage***

Temporary directional signage may be rented for special events, \$10 per sign per day.

## ***Assistance***

Parking enforcement officers and parking attendants may be scheduled to direct traffic for large events. Billable cost is \$25 per labor hour with a 2 hour minimum. Alternatively, training for volunteers and greeters may be arranged at no cost. Orange parking vests and two-way walkie talkie radios may also be requested for use during campus events.

## ***Shuttle Bus Rental***

*Park & Ride* and *Spartan Chariot* buses may be rented for campus sponsored activities and events. Buses seat 25 to 30 passengers with standing room for 10 additional passengers. Billable cost is \$60 per service hour with 2 hour minimum per trip including pre-trip and post-trip inspections and reporting. Students and student groups must coordinate with the Campus Activities & Programs office before requesting a shuttle reservation.

## ***Coordination and Notification***

**When off campus visitors will be invited to park on campus, please request parking as soon as room reservations are confirmed** so we can add your event to our operations schedule and plan accordingly to manage parking demand projections. If we don't know about an event, it is difficult to support the event with the best possible customer service.

When validating deck parking for guests, please notify POCAM when 5 or more visitors are anticipated, and/or when events are scheduled during the first few weeks of a semester. Even when visitors are responsible for their own pay-by-hour parking fees, it is still helpful and necessary to notify POCAM. Doing so helps us manage our scarce parking resources more efficiently and effectively, with accommodations for invited guests when a deck reaches capacity and is closed to hourly visitors. Notifications and requests received less than two weeks prior to the intended date of service will be processed on a space available basis.

## ***Cancellations & Changes***

To cancel or change a request, please email [parking@uncg.edu](mailto:parking@uncg.edu) at least two business days (48 hours) prior to the requested service date. If cancellation notice is not provided in advance, charges will be incurred regardless of services rendered.

## ***Questions?***

If you have any questions, please contact Suzanne Williams, [suz@uncg.edu](mailto:suz@uncg.edu), 334-5595.

### **Parking Operations & Campus Access Management (POCAM)**

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