

Visitor Parking:

Visitor Parking Policy for College of Visual & Performing Arts

INTRODUCTION (Purpose and Intent)

The public programs of the College of Visual & Performing Arts (performances, exhibitions, lectures, workshops, demonstrations, etc.) are an extension of the academic programs and are considered as normal business and part of the academic schedule or efforts of the university. This policy statement is to define the special conditions related to the availability of parking for visitors, guests and patrons of the arts at the University of South Florida.

STATEMENT OF POLICY

It is the policy of the University of South Florida that all vehicles parking on-campus are required to display a parking permit for long-term parking twenty-four hours a day or utilize the metered spaces (under 2 hours) or timed spaces (under 15 min) for short-term parking. However, during those times when public events are taking place in the College of Visual & Performing Arts, enforcement will be suspended at 7:00pm in Lots 3A (Theatre Centre), 3B (Dance Centre), 3C (Art Museum) and 9A (Fine Arts). This agreement does not affect the enforcement of improper or illegal parking.

PROCEDURES

The College of Visual & Performing Arts will provide performance and exhibition information to Parking and Transportation Services at the beginning of each semester which will outline the planned events for that semester. This information should include 'name', date, place, and time of the event; expected audience; and sponsor's contact. The College office of Associate Dean is responsible for compiling and relaying this information to Parking Services.

Daytime Events

In those instances when activities will take place during the hours of 8:00am and 7:00pm, the sponsor (college unit or office) should make every effort possible to inform those visitors that a daily permit is required. Permits can be obtained by: 1.) Entering through the main entrance (off Fowler) and purchasing a permit at the Campus Information Center; 2.) Receiving a permit from the sponsor prior to their visit to campus; 3.) Purchasing a daily permit from the vending machines located in Lot 3B (Museum); or 4) Having the visitor utilize the parking meters in Lot 3C so that they can obtain a permit from the appropriate office.

Workshops, Conferences, or Symposia

Periodically, the college sponsors or hosts events, workshops, or symposium that bring a large number of visitors to our facilities during the daytime hours. In those instances, the Events & Production Services office or other college office will work with the sponsor and Parking Services to determine the best way to handle the influx of vehicles into the area and will make the necessary arrangements.

Volunteers

The university parking guidelines include a category that provides free parking permits on a semester by semester basis for individuals who volunteer their services to the university or one of its agencies. The Criteria for Volunteer Parking Permits: 1) Individual is volunteering their time and expertise to benefit the university, academic and/or related unit; 2) Individual is not a student, staff, or faculty and is not receiving any kind of payment for their services; or 3) Individual will be on campus for a specific activity during a specific time frame for the above purpose. To obtain volunteer parking permits, the accountable officer of the sponsoring organization will forward a memo to Parking Services including: 1) A list of names of those persons to receive a permit; 2) A statement supporting the request for a volunteer permit (i.e. The listed individuals are volunteering their services for...; are participating as a community member in the Men's Glee Club...; etc.); 3) The specific day/date and times that the individual is expected to be on campus in this capacity including an expiration date. Volunteer Permits are only good for one semester and will need to be renewed accordingly; and 4) A completed Vehicle Registration Form for each individual.

Approved by **Greg W. Sylvester, CAPP, Director, Parking & Transportation Services on May 27, 2003 by email.**