

South University Street Garage Parking Validation Procedure

Departments that wish to validate parking for their guests at the South University Street garage must contact the Office of Parking and Transportation before they can proceed. Each requestor must complete the request form found under the “forms” tab on the Parking web site. Our office will set up the validation process and provide the requestor with validation codes.

Departments will have a variety of options with regard to the codes. Options include 1 HR, 2HR, 4HR, 6HR and 8HR parking validation time frames. In addition, codes for specific events or visitors can be created. For example, a department holds a conference. A code can be created for the appropriate time frame and be specific to the conference, including the name. Another scenario may be that the Office of Admissions can create a code that is specific to the one day visitor. This may aid the department in expense tracking. Validation codes may also be valid for more than one day, as in the conference example.

Validation codes must be entered by your guest upon arrival. The guest will enter the lot, select a space and park, exit the vehicle, and proceed to the pay station to enter their information. There are no validations available upon exit, therefore it is imperative that you provide your guest with the validation code prior to their arrival to the lot. Validation codes may be entered into one of the two pay stations in the lot. Validations are not available on the Passport Parking pay-by-cell phone application.

Because the parking validation must occur upon entry, departments will need to estimate the time required for any given visitor. Our office suggests they err on the side of caution to avoid citation. For example, if they determine that a guest should need only one hour but there is a possibility that they may need more, they should provide the 2HR validation code. In addition, the department will need to provide good instructions to the guest as to how they will use their validation. This includes the guest remembering their vehicle’s license plate number, remembering the code they have been provided, and remembering to validate at the pay station before they leave the parking lot. Our office is happy to assist you with information to provide to your guests and will post the procedures on the Parking web site. If a guest has an issue with the validation code the department provided to them, they will be referred back to the department for assistance.

Our office has the ability to provide new codes to departments at any time. We recommend that departments carefully consider what type of codes they require and how they will secure their codes. In the event they feel a code has been compromised, it can be cancelled and reissued. Our office cannot be responsible for compromised codes and any related charges will be the responsibility of the department.

Parking has the ability to offer departments the option for a reserved meter in the pay lot. Under this scenario, the department requests to reserve a space for a specific individual or entity. The space will be posted as reserved and will contain the designation (individual or company name, for example) on the front. The charge is the same as bagged meters across campus, \$8.00 per day. Our office requires at least a 24 hour advance notice to place a bagged meter.

Parking and Transportation will continue to invoice departments monthly for their parking validations and for any requested reserved meters.