

## Visitor Parking Policy

Effective FY 24

UTRGV Parking Services provides parking accommodations to invited guests of university departments, event attendees, or general campus visitors who are not otherwise associated with the University as faculty, staff, or students. This policy is designed to make the parking experience as user-friendly and transparent as possible.

### 1. Guest Permits

#### A. Temporary Daily Guest Permit (Department Sponsored)

The Temporary Daily Guest permit is a printable permit (8.5" x 11" page) meant to be displayed on the dashboard by guests who are expected to come to campus infrequently for visits scheduled in advance. Guests may park in the following spaces: Visitor, Zone 1, Zone 2, and Zone 3.

Permits can be requested by emailing [parking@utrgv.edu](mailto:parking@utrgv.edu). They can be ordered individually or in bulk. Delivery includes email, departmental address delivery, or pick up by a departmental representative at the Parking and Transportation offices. Each permit is valid only for the day(s) printed on the permit.

Cost: No cost for departmental sponsored temporary daily guest permits.

#### B. Visitor Permit (Non-Sponsored Guest)

i. Free visitor parking is available in the designated Visitor Parking areas, Zone 1, Zone 2, or Zone 3. A permit must be displayed to park in these locations. A daily Visitor Parking Permit can be requested online or in person at Parking Services. Maximum number of 3 free visitor parking permits per semester will be issued per requestor, thereafter the permit rate is \$1 per day. License plate information will be required to register a vehicle.

ii. Pay Station parking is available at an hourly rate of \$0.50 (credit/debit cards only) in the following parking areas:

- Edinburg Campus – Lot E4
- Brownsville Campus – Lot B1

### 2. Event Parking

A. Reservation of event parking is available by completion and submittal of the Event Parking Request form available at <http://utrgv.edu/eventparking>. Example of events includes events associated with or hosted by Athletics, Performing Art Center, Student Recruitment, Housing move-in/out, Summer Camps.

B. Parking Services will designate parking lot(s) for large scale events (in excess of 100 guests) at no cost to the department hosting the event. Parking spaces in designated parking lot(s) will be subject to availability; no parking spaces will be reserved for the

event.

Event parking is designated on the south and east side of campus designated as lots E6, E16, and E19 located in Edinburg, adjacent to the Performing Art Center, ITT and Fieldhouse, after 5pm.

C. Events that require reservation of parking spaces or that require on site set up or management will be subject to the Event Parking Reservation Fee Schedule.

### **3. Ordering Permits**

Online: [www.utrgv.edu/myparking](http://www.utrgv.edu/myparking)

In person:

BVAQP-A, Room 1.101A, Brownsville Campus

EASFC Building, Room 135, Edinburg Campus

For questions or additional information, please contact the Parking Manager, Melissa Sandoval, at (956) 665-2739 or email [parking@utrgv.edu](mailto:parking@utrgv.edu).

### **4. Enforcement**

All guest vehicles parked on the campuses of UTRGV must comply with the university's Parking Rules and Regulations, online at [www.utrgv.edu/parking](http://www.utrgv.edu/parking).