

Vendor Parking Policy

Effective FY 23

Through its numerous contractual and business relationships with vendors, the University of Texas Rio Grande Valley provides important services to its students, faculty, staff, and visitors. Recognizing the need to maintain access to campus for current vendors and potential vendors, the University has established these guidelines to regulate their parking activity on campus.

Vendor Definition

Vendors include any company or individual that does business with the University with or without a formal contract and include building contractors, maintenance companies, suppliers, salespersons, and others. All vendor vehicles (vehicles owned by vendor companies or vendor employees) parked on the campuses of the University of Texas Rio Grande Valley must comply with the university's Parking Rules and Regulations, online at www.utrgv.edu/parking.

Vendor vehicles must display a vendor permit in order to park in UTRGV parking lots. Vendor permits allow a vehicle to be parked in Visitor, Zone 3, Zone 2, Zone 1, and pay station parking spaces. Vendor permits also allow parking in loading zones and maintenance areas only for the time necessary to move materials from the vehicle to the destination building.

Vendors with University Contracts

University contracts with vendors will include a provision to incorporate the cost for a parking permit consistent with the fee schedule below. Vendors will be required to identify the number of permits needed.

In cases where there is no contract provision stipulating the number of permits and a cost, or there are additional permits required, permits may be purchased directly by vendor employees or the vendor company. If purchased by an employee, the employee must carry with her a business card or other form of identification allowing them to be linked to the vendor at the time of permit purchase. If purchased by the vendor, the vendor will be held responsible for any citations accrued by the vehicle using the permit.

Vendors Without University Contracts

Vendors without a contract will be treated as Visitors and must comply with visitor parking policies available online at www.utrgv.edu/parking.

Exclusive Use

Vendor permits do not provide exclusive use of parking spaces for vendor activities.

Vendor Permit Fee Schedule

The fee schedule for vendor permits can be found on the parking permit rate card at www.utrgv.edu/parking

Permits may be obtained at the following locations:

Edinburg	Brownsville
ASFC135	BVAQ-A
956.665.2738	956.882.7051

A map showing parking lots and zones can be found online at www.utrgv.edu/parking.

For questions or additional information, please contact the Parking Manager, Melissa Sandoval, at melissa.sandoval@utrgv.edu.

