

# Department Reserved Parking Stall Policy

## Definition & Purpose

This policy defines a way for UW & affiliated Departments to secure a “Reserved” parking stall (24 hrs/day, 7 days/week) in a specific lot/ramp to meet their business needs.

## Policy

- All reserved parking stalls must be renewed annually. (Refer to Permit Rates.)
- A specific business reason to justify the need for a reserved stall is required on the application.
- All reserved stalls are sold at full Annual Reserved Stall rate. No refunds or prorated fees.
- Reserved stalls that are not renewed will be removed after September 1<sup>st</sup>.
- Stalls are reserved 24 hrs/day, 7 days/week in a specific lot with a reserved stall sign posted. A reserved stall sign may only be installed by UW Transportation Services.
- Annual Reserved or Temporary Reserved Permits are available to departments to assist with managing their reserved stalls. Reserved Stall Temporary Permits are available for a fee as a disposable version of the annual permit for the customer's convenience. These permits are non-refundable.
- Department Reserved Permits must be hung from the vehicle's rear view mirror. Remove items from mirror that block the Permits from view.

## Restrictions

- Transportation Services staff will enforce reserved stalls upon complaint only.
    1. Departments will provide Transportation Services with a list of staff authorized to call and request that vehicles parking illegally in reserved stalls are cited or towed.
    2. Citations requested by departments will be upheld.
  - UW Transportation Services may limit the total number of reserved stalls on campus.
  - Annual Reserved Stall Permits are only valid in the assigned reserved space.
  - Temporary Reserved Stall Permits are only valid in the assigned reserved space under the following conditions:
    1. All-day, AM or PM time period circled with the appropriate date stamped.
    2. A proprietary date stamp approved by UW Transportation Services.
  - Department reserved stalls may not be used in lieu of purchasing an Annual Baselot assignment for personal vehicles.
  - An Administrative fee will be charged for replacing Department Reserved Permits reported as lost or stolen.
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## Related References

- Alternative Transportation Options Policy
- Permit Rate Policy
- Department Permit Policy
- Payment/Refund/Cancellation Policy
- Lost/Stolen Replacement Permit Policy

## Policy Revisions:

Policy Number	TS-04
Effective Date	Permit Year 2009-10
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