



Transportation and Parking Services

Event Parking Reservation Policy

Effective: 01/20/2011

Revised: April 4, 2019

Policy Number:

The purpose of this policy is to outline the process to reserve a parking facility and explain which facilities are available for reservation.

Although specific parking lots can be reserved for events, it is preferred that departments advise visitors to use the General Lots when visiting campus. A parking map of these facilities can be located at

https://prod.wp.cdn.aws.wfu.edu/sites/207/2018/07/WFU_4C_MAP_0718_parking.pdf

Reserving interior campus lots, such as lot B, results in faculty and staff being displaced from their usual parking locations. Organizations requesting parking are encouraged to consider other arrangements such as routing vehicles to parking lots with low vehicle occupancies or to off-campus lots and shuttling visitors to campus.

Should reserving a lot be necessary, a one-week notice is required. Transportation and Parking Services cannot guarantee a reserved lot with less than one week advance notice.

Lots Available for Reservations

- Davis Field (on-campus) – 60 spaces
- Lot B (on-campus) – 34 spaces
- Lot A (Outer perimeter only and on-campus) – 52 spaces
- First Assembly of God Church Lots Z3 (off-campus and located on Polo Rd. at University Parkway) – 50 spaces and would require shuttle service
- BB&T (off-campus) – Approximately 1,000 spaces and requires shuttle service and approval from Athletics.



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Davis Field Reservations

To reserve Davis Field for parking, you must request a reservation through Deacon Space at <https://is.wfu.edu/services/deaconspace/>. If a reservation is confirmed, University Police must be contacted so security personnel can be scheduled to staff the Davis Field parking area and to direct vehicles where / how to park. A WFU Police Services Request Form must be completed. This form can be located at <http://www.wfu.edu/police/form-event-app.html>.

To schedule “curb ramps” to be in place to allow vehicles to enter Davis Field requires that a Work Order be submitted through Facilities and Campus services seventy-two (72) in advance. A Work Order can be submitted by calling 758-4255.

Inclement Weather Plans

Due to the risk of inclement weather, it is required that a rain back-up plan be in place in advance of your event should Davis Field not be available. The Transportation and Parking Services Director should be contacted to schedule back-up arrangements and can be contacted at 758-2558 (campus phone) or cristaj@wfu.edu. ***It should be noted that if Davis Field becomes unavailable and the expectation of vehicles for the event exceeds 60 vehicles, then alternate rain plans may require vehicles to be parked off-campus and shuttled back / forth to campus (See Large Events section below).***

The Director of Landscape should be contacted the day before the event to advise if Davis Field can be used. The Director of Landscape can be contacted at 758-6070 (campus phone), 782-6105 (mobile phone) or coffeyjb@wfu.edu.

On-Campus Lot Reservations (A-outer perimeter, Lot B)

To reserve an on-campus lot, you must request a reservation through Deacon Space at <https://is.wfu.edu/services/deaconspace/>. The Transportation and Parking Services Director should be contacted to confirm the reservation. The only on-campus surface lots that can be reserved are Lots A (outer perimeter only) and Lot B. Lot N can only be reserved for presidential sponsored events. Once a lot is confirmed, University Police



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must be contacted so security personnel can be scheduled to man the lot. A WFU Police Services Request Form must be completed. This form can be located at <http://www.wfu.edu/police/form-event-app.html>.

Single Space Reservations

Single spaces can be reserved by completing a request form on the Transportation and Parking Services website at <https://parking.wfu.edu/policies-procedures->. Once approved, Transportation and Parking Services will make arrangements for placement of a cone(s) at the appropriate lot/space(s).

Large Events

Events that may be expecting more than 60 vehicles will be required to make parking arrangements off-campus and shuttle passengers to campus. This will reduce campus vehicle congestion and assist visitors in finding a parking space much faster. Lots that can be used for large events include First Assembly of God Church lot Z3 on Long Dr. or BB&T Field, with prior approval from Athletics.

Requests for shuttle bus services can be requested from Workday.

Signs

If you are hosting a special event on-campus, it is required that you provide directional parking signage for your event. Signs should be placed to ensure all three WFU entrances provide directional signage to the appropriate on-campus lot. The event organizer is responsible for procuring signs and installing / removing signs after each event.

The preferred sign to be used are A-Frame or 24" x 18" sign on an H-frame wire stake, as they are easy to put in the ground and easier to manage when distributing. See sample below:



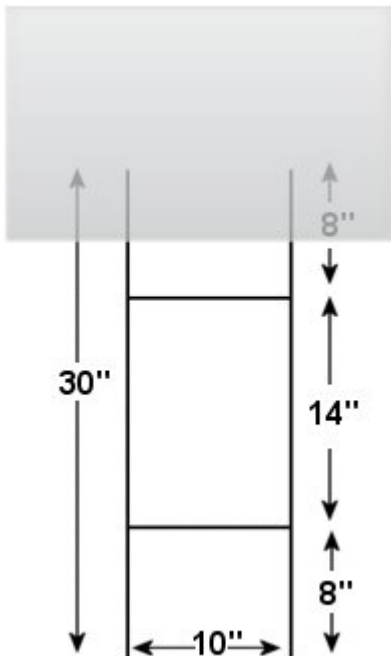
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Below are two vendors that can assist with signs.

Piedmont Signs
1800 Conrad Sawmill Road
Pfafftown, NC 27040
Phone: 336-749-4110
Main contact: Ken Baker
ken@candosites.net

Carroll Signs & Advertising
151-B Jefferson Church Rd.
King, NC 27021
Phone: 336-983-3415
Main contact Kyle Carroll



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kyle@carrollsigns.com

Miscellaneous Parking

- Events consisting of a small number of visitors (5-10) on campus can park in Lot N (Visitor Lot) or any General Lot without requesting a reservation. .
- Visitors that will be on-campus for 2-3 days must obtain a “Visitor Pass” from Transportation and Parking Services at no cost
- For events that do not require the reservation of a parking lot, but a small number of vehicles are expected on-campus, it’s still a good idea to contact Transportation and Parking Services to check on the availability of parking and other events that day.