

## **Event Parking Reservation Policy**

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. Regularly, lots W2, R2 and R3 have space available and collectively can accommodate 50-100 vehicles at any time. A parking map of these facilities can be located at <http://www.wfu.edu/facilities/ParkingManagement.html>.

Reserving interior campus lots, such as A or B, often 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 seventy-two (72) hour notice is required. The Parking & Transportation Office can not guarantee a reserved lot with less than 72 hours 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
- R3 (on-campus) – 91 spaces
- First Assembly of God Lot (off-campus and located on Polo Rd. at University Parkway) – 110 spaces and would require shuttle service
- BB&T (off-campus) – Approximately 1,000 spaces and requires shuttle service

### **Davis Field Reservations**

To reserve Davis Field for parking, you must complete a reservation form at [www.wfu.edu/benson](http://www.wfu.edu/benson) then go to the “Reservations” tab, select “Request Space On-Line” and fill out/submit an “Outdoor Reservations Request” form. Once reserved, Gale will email a confirmation notice to the requestor. If a reservation is confirmed, Campus 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. The cost for this service is \$30 /hr and 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.

### *Incllement 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 Parking & Transportation Manager should be contacted to schedule back-up arrangements and can be contacted at 758-2558 (campus phone), 528-1060 (mobile phone) or [cris taj@wfu.edu](mailto:cris taj@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](mailto:coffeyjb@wfu.edu).

### **On-Campus Lot Reservations (A-outer perimeter, Lot B, Lot R3)**

To reserve an on-campus lot, the Parking & Transportation Manager should be contacted to make arrangements. The only on-campus surface lots that can be reserved are Lots A (outer perimeter only), Lot B and R3. Lot N can only be reserved for presidential sponsored events. Once a lot is confirmed, Campus Police must be contacted so security personnel can be scheduled to man the lot. The cost for this service is \$30 /hr and 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 contacting the Parking & Transportation Office for approval. Once approved, the Special Projects Coordinator with the Police Department will make arrangements for placement of a cone(s) at the appropriate lot/space(s).

### **Large Events**

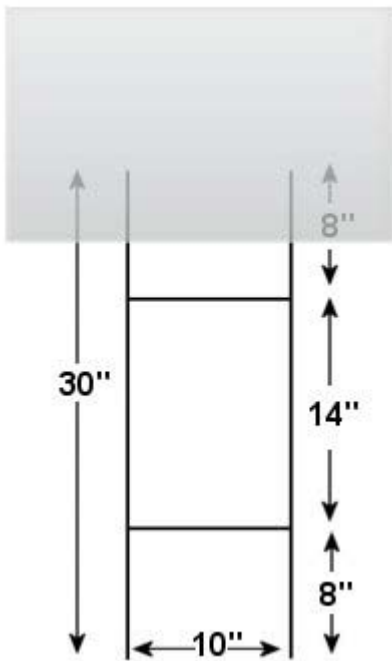
Events that may be expecting more than 60 vehicles will be required to make parking arrangements off-campus and shuttle passengers to campus. This will reduce campus vehicle congestion and assist visitors in finding a parking space much faster.

To make such parking / shuttle arrangements, complete a Shuttle Bus Rental Form, which can be found at <http://www.wfu.edu/ridethewake/rental.php>. Lots that can be used for large events include First Assembly of God Lot on Polo Rd. & University Parkway or BB&T Field.

## 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 is a 24" x 18" sign on a H-frame wire stake, as they are easy to put in the ground and easier to manage when distributing. See sample below:



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](mailto:ken@candosites.net)

Carroll Signs & Advertising  
151-B Jefferson Church Rd.  
King, NC 27021  
Phone: 336-983-3415  
Main contact Kyle Carroll  
[kyle@carrollsigns.com](mailto: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 the Parking & Transportation Office 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 the Parking Management office to check on the availability of parking and other events that day.