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 which are not renewed will be removed after September 1st.
- Stalls are reserved 24 hrs/day, 7 days/week in a specific lot with a reserved stall signed 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 Base Lot assignment for personal vehicles.
- An Administrative fee will be charged for replacing Department Reserved Permits reported as lost or stolen.
Related References

- Alternative Transportation Options Policy
- Permit Rate Policy available on Transportation Services webpage
- Department Permit Policy
- Payment/Refund/Cancellation Policy
- Lost/Stolen Replacement Permit Policy

Policy Revisions:

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<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>3/2001</td>
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<td>Revision Dates</td>
<td>3/2003 – New Permit Design</td>
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<td>3/2008 – Enforcement of Reserved stalls</td>
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