



Visitor Parking Policy

Effective Fall 2007

A new Visitor Parking Policy, recommended by the Parking Advisory Committee and approved by the President's Cabinet, will go into effect fall 2007. It is Welcome Center & Parking Services' goal to serve all constituents in a fair and balanced way; and this is the next step in achieving that goal.

A visitor pay system is the basis of the new policy. A nominal fee will be assessed for visitor parking to create an equitable parking program, fairly charging all users for the maintenance and administrative oversight of the parking lots, and more importantly minimizing the financial impact to the student population.

In all instances, visitors to Admissions, parents of enrolled students, and members of various campus advisory boards are exempt from paying any parking fee. However, these visitors do need to obtain a free pass from the Conrad Welcome Center. In addition, Admissions' visitors have the option of obtaining a parking pass from the Admissions Office.

The policy breaks visitors into four categories. The following outlines the parking options for these groups of visitors:

Group 1: Casual Visitors and Participants in Small Events (less than 25 participants)

- Casual visitors may either use metered parking or purchase a daily pass for \$2 per day.
- The total number of meters on campus will be reduced.
- Departments are encouraged to order passes in bulk using the visitor pass request form (available at www.basc1.com/parking) and issue to visitors before their arrival.
- For casual visitors and events under 10 participants, parking will be permitted in any lot, except lot L (Admissions lot).
- For small events (10 – 24 participants), a visitor pass request form must be submitted to Welcome Center & Parking Services at least 5 business days prior to the event. Parking for these guests will be permitted in lots T, V, D, or D1 with passes.

Group 2: SUNY Brockport Athletic and Arts Events

- Visitors will incur no charge for parking at these events.
- Payment for parking at these events will come from College funds.

Events Occurring Before 3 pm on Weekdays:

- Departments need to contact Welcome Center & Parking Services at least 10 days prior to the event to coordinate parking for events that occur before 3 pm on weekdays.

Events Occurring After 3 pm on Weekdays or on Weekends:

- During these events, a daily pass is not needed in lots T and V for athletic events or lot D1 for arts events.

Group 3: SUNY Brockport Large Events (25 or more participants, other than athletic and arts events)

- Visitors will incur no charge for parking at these events.
- Payment for parking at these events will come from College funds.

- Departments need to contact Welcome Center & Parking Services and submit a completed visitor pass request form at least 10 days prior to the event to coordinate parking.

Group 4: Non-SUNY Large Events (25 or more participants)

- A fixed fee will be assessed as part of the facilities fee process.
- The fee process and amount will be developed based either on the number of participants, number of vehicles, or number of spaces.

Please visit www.basc1.com/parking for more information regarding the new visitor policy, including visitor pass request forms. For questions, please call Welcome Center & Parking Services at 395-2799.

Last updated 1/24/07.