

# UW-PLATTEVILLE POLICE DEPARTMENT

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**POLICY: SPECIAL EVENT PARKING**

**AUTHOR: INTERIM POLICE CHIEF JASON WILLIAMS**

**ISSUE DATE: JULY 1, 2016**

**REVISED DATE:**

**REVIEWED DATE:**

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**PURPOSE:**

The purpose of this policy is to define Special Event Parking and create a consistent and fair process to reserving parking on the UW-Platteville campus.

**POLICY:**

To ensure limited interruption to daily campus parking activities, the University Police Chief or his/her designee shall be informed of all on campus events requiring special parking arrangements, including special events where the organizer is charging for parking for the event. It shall be the responsibility of any individuals or groups organizing an on campus event to contact either Event Services or the University Police Department.

**DEFINITIONS:**

- A. Parking Attendant- An individual that monitors the parking lot to ensure that the lot remains barricaded before the event and is responsible for the vehicles parking in that lot.
- B. Special Event- Defined as any or all of the following:
  - a. Any event that occurs Monday through Friday 8AM-4PM where the requestor requires 26 or more stalls
  - b. Anytime where the requestor is charging parking fees for their event
  - c. Anytime specific parking lots are to be reserved
  - d. Special events may include, but are not limited to conferences, concerts, breakfasts, luncheons, seminars, and athletic events.
- C. Traffic Control- Controlling the flow of traffic in and out of parking lots and surrounding streets to provide a safety to pedestrian and vehicle traffic.
- D. Barricades- an improvised barrier erected across a street or other thoroughfare to prevent or delay the movement of opposing forces.

**PROCEDURES:**

- A. Special Event Parking Procedure (**Event is not charging for parking**)
  - a. For any event, the requestor may choose to purchase the daily permit, available at the University Police Department, the Box Office in Ullsvik, or the Markee Pioneer Student Center. The permit is valid in any

commuter/staff parking lots until 2AM and is on a first come first serve basis. The requestor may also choose to have permits sent directly to participants via email. The University Police Department will manage those requests. University Police will require a list of participant's names and email addresses.

- b. Parking for Special Events must be pre-arranged and authorized by University Police Department. Having advance notice of your special needs will allow us to provide your guests with parking considerations. Please note that specific parking areas requested may not be available. Depending on your parking needs, staffing and service costs may be assessed.
- c. When planning a Special Event, contact Event Services or the University Police Department to request parking reservations. You will receive an email of the event confirmation, which will include the total costs for the services requested or required. If you have questions or want to check the status of your request, please contact University Police at (608) 342-1584.
  - i. Request submission deadlines- Please see table below:

# of Stalls	Notification Needed	Parking Attendant	Permit Type
1 – 9	None	N/A	Daily Permit
10 – 25	None	Available upon request	Daily Permit
26 – 75	10 business days	<b>Required (if requesting a specific lot/s)</b>	See Below
76 – 99	15 calendar days	<b>Required (if requesting a specific lot/s)</b>	See Below
100+	30 calendar days	<b>Required (if requesting a specific lot/s)</b>	See Below

- d. For any event where 26 or more stalls are requested and the requestor wishes to reserve an entire lot(s) for the event:
  - i. Please review the Parking Lot Capacity list in Appendix A for a list of parking lots by number and the total parking spaces available. Please refer to Appendix B for a map of where those parking lots are located.
  - ii. Option 1- The requestor can reserve the entire parking lot and provide his/her own parking attendants to monitor the parking lot. (University Police nor Event Services will be responsible for compliance once the barricades have been erected.)
  - iii. Option 2- The requestor can reserve the entire parking lot and hire University Resource Officers, a division of University Police, to manage the barricades and monitor the parking lot.
  - iv. State law requires all marked “Reserved Parking Disabled Plate or Permit Required for this Space” parking stalls be available to those that may require them. Therefore, those marked parking stalls cannot be reserved. The requestor will not be charged for those specific stalls in the parking lot. Additionally, vehicles with disabled plates or permit placards shall not be denied access to a stall in any reserved lot.
- e. Fee Schedule
  - i. Option 1- Current cost of barricade delivery and pickup per lot reserved. Rates can be found at [www.uwplatt.edu/police/special-event-parking](http://www.uwplatt.edu/police/special-event-parking).

- ii. Option 2- Current cost of barricade delivery and pickup & current hourly rate for at least two University Resource Officers. Rates can be found at [www.uwplatt.edu/police/special-event-parking](http://www.uwplatt.edu/police/special-event-parking).

f. Cancellation

- i. It is sometimes necessary to cancel an event. Any event for which the University Police has arranged for barricade delivery and the barricades have been delivered, usually the night before, unless the event is on a Monday, in which case the barricades are delivered on Friday, the requestor will be responsible for the costs associated with the delivery. A cancellation due to severe inclement weather, or any other event that would close the University, will not be charged the cancellation fee.

B. Special Event Parking Procedure (**Event IS charging for parking**)

- a. If the requester is charging a fee for parking in University owned parking lots for the event, the procedures found in section A, above, will apply and include the following addition:
- b. **When the requestor is charging parking for an event, the requestor will be charged a 15% parking fee on the total amount collected for parking.** Please see Appendix C for the form to be completed and submitted to the Cashier's office with the deposit from the event.

APPENDIX A

**PARKING LOTS AVAILABLE FOR RESERVATION AND NUMBER OF STALLS IN EACH LOT**

Lot Number	Area (sq. ft.)	Total Parking Spaces	Reserved Parking Disabled Plate or Permit Spaces	Available Stalls For Reservation
1	42,081	113	5	108
2	27,184	53	3	50
3	17,029	55	3	47
3A	18,971	55	2	53
4	27,253	90	4	86
5	3,485	23	1	22
6	46,866	117	5	112
8*	16,546	28	0	25
9	29,304	74	6	44
10	28,029	25	1	24
11	17,960	55	4	51
12*	13,354	25	0	23
13*	18,835	50	8	41
14	34,834	94	2	92
22	9,476	25	1	24
23	31,116	8	0	8
24	32,981	118	6	112
25A	18,137	24	1	23
26	44,153	143	2	141
29	6,581	4	1	3
30	30,589	77	6	71
31	-	142	5	137

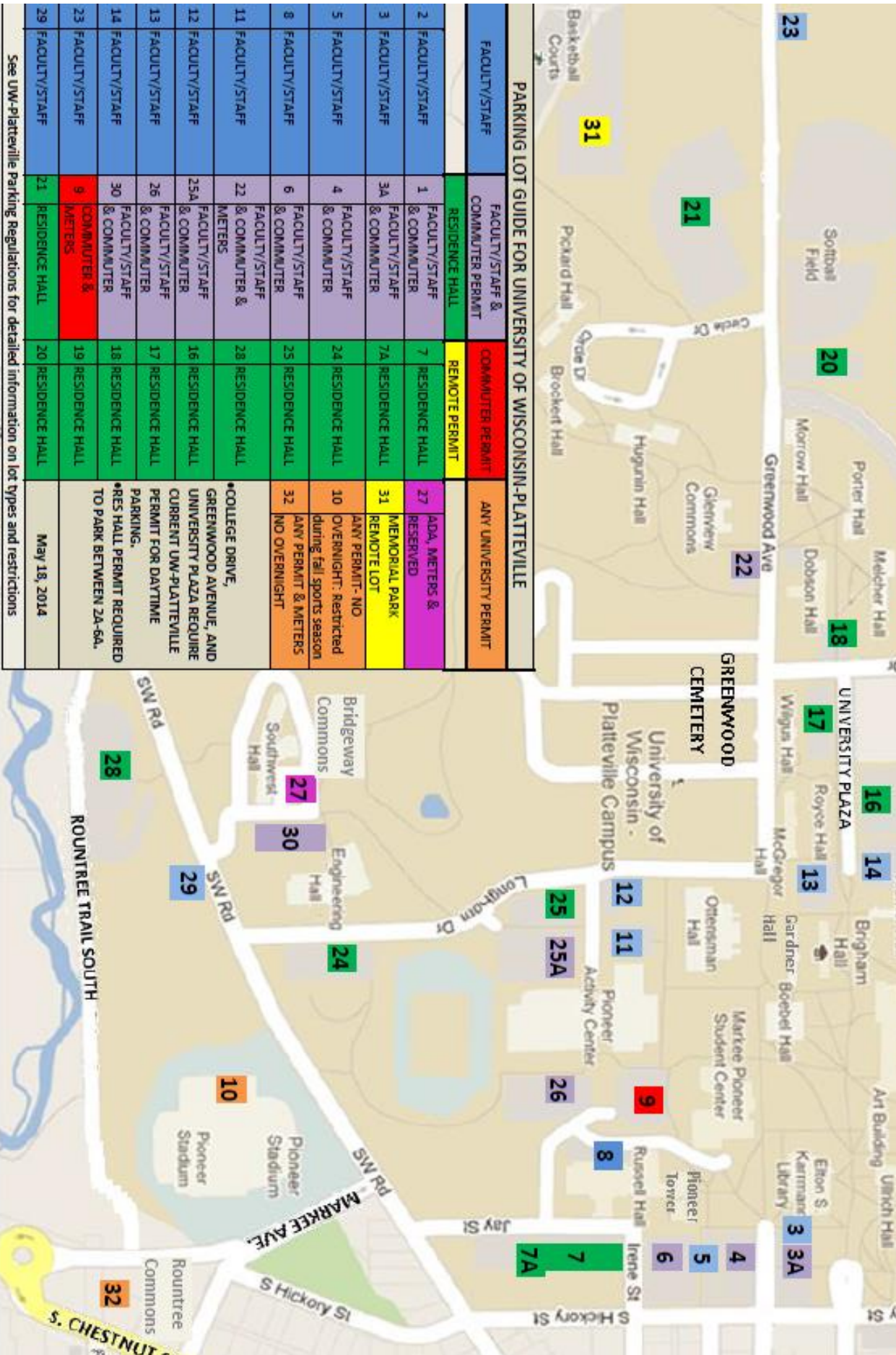
\*= Lot 8 has 3 maintenance vehicle stalls  
 Lot 12 has 2 maintenance vehicle stalls  
 Lot 13 has 1 RD reserved stall

APPENDIX B



UNIVERSITY OF WISCONSIN  
**PLATTEVILLE**

OFFICE OF UNIVERSITY  
POLICE AND PARKING  
www.uwplatteville.edu/police



PARKING LOT GUIDE FOR UNIVERSITY OF WISCONSIN-PLATTEVILLE

FACULTY/STAFF	FACULTY/STAFF & COMMUTER PERMIT	REMOTE PERMIT	ANY UNIVERSITY PERMIT
2 FACULTY/STAFF	1 FACULTY/STAFF & COMMUTER	7 RESIDENCE HALL	27 ADA, METERS & RESERVED
3 FACULTY/STAFF	3A FACULTY/STAFF & COMMUTER	7A RESIDENCE HALL	31 MEMORIAL PARK REMOTE LOT
5 FACULTY/STAFF	4 FACULTY/STAFF & COMMUTER	24 RESIDENCE HALL	10 ANY PERMIT- NO OVERNIGHT- Restricted during fall sports season
8 FACULTY/STAFF	6 FACULTY/STAFF & COMMUTER	25 RESIDENCE HALL	32 ANY PERMIT & METERS NO OVERNIGHT
11 FACULTY/STAFF	22 FACULTY/STAFF & COMMUTER & METERS	28 RESIDENCE HALL	•COLLEGE DRIVE, GREENWOOD AVENUE, AND UNIVERSITY PLAZA REQUIRE CURRENT UW-PLATTEVILLE PERMIT FOR DAYTIME PARKING.
12 FACULTY/STAFF	25A FACULTY/STAFF & COMMUTER	16 RESIDENCE HALL	•RES HALL PERMIT REQUIRED TO PARK BETWEEN 2A-6A.
13 FACULTY/STAFF	26 FACULTY/STAFF & COMMUTER	17 RESIDENCE HALL	
14 FACULTY/STAFF	30 FACULTY/STAFF & COMMUTER	18 RESIDENCE HALL	
23 FACULTY/STAFF	9 COMMUTER & METERS	19 RESIDENCE HALL	
29 FACULTY/STAFF	21 RESIDENCE HALL	20 RESIDENCE HALL	May 18, 2014

See UW-Platteville Parking Regulations for detailed information on lot types and restrictions

UNIVERSITY OF WISCONSIN PLATTEVILLE

PARKING OFFICE

PARKING ACCOUNT: 128-642001-8-9375

PLEASE SEE THE SPECIAL EVENT PARKING POLICY (LINK TO POLICY)

A COPY OF THIS FORM MUST BE INCLUDED WITH THE DEPOSIT SLIP

DATE OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

TOTAL PARKING FEES COLLECTED

15% EVENT PARKING FEE

AMOUNT OWED TO PARKING OFFICE \$

15%

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← Fill in this cell and the amount owed will calculate

\*This amount should be remitted to the parking office on the same deposit slip as the remainder of the parking fees into your own account. SEE EXAMPLE

Cut here

EXAMPLE:

DATE OF EVENT: 10/1/2015

DESCRIPTION OF EVENT: HOME FOOTBALL GAME VS STOUT

PREPARED BY: JOHN SMITH

TOTAL PARKING FEES COLLECTED \$ 315.00

15% EVENT PARKING FEE 15%

AMOUNT OWED TO PARKING OFFICE \$ 47.25

UNIVERSITY OF WISCONSIN PLATTEVILLE DEPOSIT TICKET  
OFFICE OF FINANCIAL SERVICES BRIGHAM HALL 2ND FLOOR WEST PLATTEVILLE WI 53818-3099



RECEIPT INFO: OPERATIONAL AREA

RECEIPT INFO: ACCOUNT MGR

DEPOSIT PREPARED BY: John Smith

DATE: 10/5/2015

Telephone No: 399999

Fund	Dept	Prg	Acct	Class	Pftch#	Description (30 characters maximum; NO punctuation)	AMOUNT
138	642001	8	9375			15% event parking fee FB 10/1	\$47.25
136	632402	0	9375			FB PARKING 10/1/15	\$267.75

Total Deposit							\$315.00
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