

PARKING LOT RESERVATION GUIDELINES

SCOPE

These guidelines shall apply to all new requests to reserve parking lot space at Indiana State University for non-parking purposes.

EFFECTIVE DATE

These guidelines shall become effective August 1, 2013.

REQUIRED ACTION

1. Only University affiliated departments and organizations will be permitted to reserve parking lot space for non-parking purposes. Non-affiliated groups and organizations will be referred to the Office of Conference and Event Services to reserve other outdoor space.
2. The Pavilion Parking Lot and the top floor of the University Parking Garage may not be reserved for any purpose.
3. Any department/organization wishing to reserve a parking area must contact Parking Services at 237-8888 at least 30 days prior to the event.
4. The cost of reserving parking areas will be the equivalent of the cost University affiliated departments and organizations are charged to reserve other outdoor space.
5. All departments/organizations wishing to reserve a parking area must obtain a certificate of insurance showing the dates of usage (including setup and tear down dates) in the amount of one million dollars naming Indiana State University and Indiana State University Board of Trustees as certificate holders and additional insureds.

GRANDFATHER CLAUSE

Points 1 and 4 of the above "Required Action" shall not apply to any event which has been continuously held in Indiana State University parking areas prior to the approval of these guidelines.