

Official Guest/Temporary Parking Permit Request Policy

General Guidelines (2007-2008 Academic Year) for Official Guest Parking Permits and Temporary Parking Permits for Current Permit holders:

- 1) All requests must be filed with the Department of Public Safety no later than one business day in advance. The request must be emailed to our office at parking@usfca.edu. We cannot guarantee processing of last minute requests which must be called into our office at 415-422-4222 during our normal business hours. A charge may be assessed for last minute requests, and all are reviewed on a case by case basis. **Permits can only be requested by USF Departments for official University guests.**
- 2) Requests should include the following information: the name of the guest/guests, time of arrival and departure, purpose of visit, and any parking lot preferences. A confirmation email will be sent shortly after processing.
- 3) Only three complimentary permits are issued per day upon request. With the request of four or more permits, a charge will be made for the total number of permits. Requests listing multiple days will be charged for each day according to the current daily permit rate. **Permits must be clearly displayed on/in every vehicle parked on campus. The purchase or issue of a permit does not guarantee a parking space.**
- 4) Requested permits are priced at \$8.00/permit on Mondays, Wednesdays, Fridays & Saturdays and \$15.00/permit on Tuesdays & Thursdays. Permits allow guests to park in **only** those lots designated on the permit. There are No Refunds for any unused permits, so please be sure to give us the most accurate number of guests possible when requesting permits.
- 5) Guests may visit either the Main Campus or the Lone Mountain Campus Visitor and Information Booths upon arrival to receive their parking pass. Permits can also be picked up in advance from our office at Room 310 in the University Center.
- 6) If a parking space needs to be reserved, it can be blocked off for a fee of \$25.00 per parking space. However, requests for reserved spots do not guarantee processing, and will be in the discretion of the Parking Coordinator/Manager.
- 7) Payments can be made by check (payable to USF Department of Public Safety) or credit card (if card not present, authorization form must be provided). We accept Visa, MasterCard, and Discover. USF departments may pay for official guest permits via budget transfer (FOPAL account should be provided in request). University Purchasing Cards will not be accepted. Payments must be made before the arrival dates of guests. If payment is not received within this time, a late fee will be applied.
- 8) Temporary Permits may be requested by email, and will be issued for up to two weeks. Documentation from the rental car company or auto shop must be presented if permanent permit-holders are without their permitted vehicle. These permits will not be available at the visitor gates and must be picked up from the Public Safety Office, UC 310. Individuals with a semester parking permit are liable to receive parking citations if they drive a vehicle which does not display his/her parking sticker.