



University of
New Haven

Policies and Procedures

**Policy Title: Visitor & Reserved
Parking – Main Campus**

Policy No.: 8032
Effective Date: August 25, 2018
Last Revision: August 20, 2018

Responsible Office (s): Office of Public Safety and Transportation

Responsible Official: Associate Vice President of Public Safety and Administrative Services

Scope

This policy applies to all University and non-University groups who visit the University of New Haven West Haven campus and who are operating and parking a motor vehicle in a campus owned or controlled parking lot.

Policy Statement

This policy outlines the parameters for short-term and reserved parking for visitors to the campus.

Reason for the Policy

The purpose of this policy is to ensure the efficient use of the reserved and visitor parking lot (P1).

1. Location

- I. Maxcy Hall Visitor's Parking Lot (P1) has 25 parking spaces available for prearranged reserved parking and 13 short-term general visitor parking available on a first come, first served basis.

2. Procedure

- II. Requests for reserved parking are limited to the Maxcy Lot (P1) ONLY. All requests for reserved parking are to be submitted at least 48 hours in advance through the Event Management System (EMS) only. Go to My Charger>EMS>My Templates>Maxcy Reserved Visitor's Parking Request > Book Now.

The screenshot shows the 'University of New Haven EMS' website. On the left is a navigation menu with options like HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, and LINKS. The main content area is titled 'MY HOME' and 'My Reservation Templates'. It lists several reservation options, each with 'book now' and 'about' buttons. A red arrow points to the 'MAXCY LOT - Short Term Parking Request' option.

Once submitted you can go to My Events > Edit Booking. Update booking/ parking spaces with your guest(s) name i.e. Smith. This will ensure that your guest(s) will receive a personalized assigned parking pass/space from the Kiosk attendant.

The screenshot shows the 'My Events / VIP Luncheon beginning Sep 6, 2018 (127460)' page. It has tabs for RESERVATION DETAILS, ADDITIONAL INFORMATION, and ATTACHMENTS. The 'RESERVATION DETAILS' tab is active, showing fields for Event Name (VIP Luncheon), Event Type (Parking), Group (FACILITIES), and 1st Contact Name (Sharon Aceto). To the right is a 'Reservation Tasks' sidebar with options like 'Cancel Reservation' and 'Add to My Calendar'. Below the details is a 'Bookings' section with tabs for CURRENT and PAST. A table lists two bookings for 'Thu Sep 6, 2018' from 11:30 AM to 12:30 PM ET, both at 'Maxcy Parking Lot - Maxcy 2' and 'Maxcy Parking Lot - Maxcy 1' respectively, with a status of 'Web Request'. A red arrow points to the first booking's edit icon.

3. Policy

- III. A maximum of 25 spaces may be reserved, (this is the total cumulative amount of reserved parking spaces, as there may be others who have requested reserved spaces as well).
- IV. Once the 25 spaces have been reserved, the remaining visitor parking spaces may be utilized on a first come, first served basis. Overflow visitor parking is located at the Hoffman Street Lot (P45) only. Please refer to the Parking Map. <http://www.newhaven.edu/about/campus-locations/west-haven.php/> and the regular shuttle schedule for assistance. <https://mycharger.newhaven.edu/web/mycharger/shuttle-transport-services>
- V. Special event parking requests will be available at either the Railroad Salvage, St. Pauls, or Hoffman Street Lot with regular shuttle service to/from campus.
- VI. Handicapped spaces CANNOT (by law) be reserved.
- VII. Student Groups may not reserve parking spaces.
- VIII. After 5:00 pm, the Maxcy Visitor Lot may be utilized by properly permitted adjunct professors and staff.