

**DEPARTMENT PARKING INFORMATION AT NDSU**

**\*\*A REFERENCE GUIDE FOR EVENT PARKING ON-CAMPUS\*\***

This quick reference guide is to assist the responsible departments with planning for events or performances in accordance with sections 20, 24, 25 and 33 of the [NDSU Parking Regulations](#) and applies to all NDSU venues that include, but are not limited to: the Memorial Union, A. Glenn Hill Center, Sheppard Arena, Engineering Complex, Festival Concert Hall, Beckwith Recital Hall, Askanase Auditorium, Walsh Studio Theatre, the S.H.A.C. and B.B.F. The procedures below only apply to vehicles parked on the NDSU campus during standard enforcement hours of 7:00 a.m. to 4:30 p.m. Monday through Friday.

**Reservation & Request for Event Parking forms must be submitted 10-days prior to scheduled events.**

Please visit [https://www.ndsu.edu/parking/department\\_resources/](https://www.ndsu.edu/parking/department_resources/) for complete event parking information.

1. Events with estimated guest vehicle counts of 1-75.
  - Department submits the *Reservation & Request for Event Parking* form.
  - Guests attending performances should be directed to park in pay parking lots *only* and informed that pay stations are located in the lots with user instructions clearly posted.
  - Pay station user instructions are also available by visiting the NDSU Parking website, noted above.
  - In lieu of having guests pay for parking, departments have the option of purchasing 1-day permits on behalf of their guests by simply requesting the number of permits required on the event request form. Parking will mail out permits to the department address indicated and invoice using an IDB form.
2. Events with estimated guest vehicle counts of 76-230.
  - The Parking Office will coordinate the reservation of one or more pay parking lots for the date and time specified on the *Reservation & Request for Event Parking* form.
  - Additional coordination is required, plan accordingly.
  - All other procedures stated above remain the same.
  - The overflow parking for campus guests can only be offered in campus pay lots. Staff and student parking lots cannot be utilized by guests. Departments need to direct their guests to either the T2, MU, WE or Visitor (E) pay parking lots.
3. Overnight parking for NDSU students traveling for school sanctioned purposes:
  - Departments submit the *Reservation & Request for Event Parking* form.
  - Students that possess an NDSU parking permit (other than park & ride permits) are eligible to park in the designated (signed) overnight parking spaces in the southeast corner of the RF lot or anywhere in the TA student parking lot.
  - Students that do not possess an NDSU parking permit may purchase a 1-day or temporary parking permits directly from the Parking Office that will be valid in either the RF or TA student parking lots.
4. For events that entail the transport of large groups to the campus by shuttle or bus service:
  - All procedures of notifying the Parking Office are the same as outlined above. After passengers are dropped off at the venue location, transport vehicles are to be directed to stage in lots C and D of the FargoDome parking lots, located on 17th Ave and Albrecht Blvd, at the north end of the campus.
5. Daytime events at the Barry Hall, Klai Hall and Renaissance Hall downtown Fargo campus locations:
  - Require advanced coordination directly with the NDSU Parking Office. This is due to the limited parking available at these locations. Nighttime events do not require NDSU Parking coordination.

6. For Departments requesting parking for multiple events for multiple days on-campus:
- Please submit the *Reservation & Request for Event Parking – Multiple Events* form.
  - All previously stated procedures apply. Use steps from points 1 and 2 above as guidelines when making a multiple event request.

### Passport Mobile App Parking

NDSU now offers its patrons the option to pay for parking in the designated pay lots on their smartphone and cellphone devices. Simply download the free *Passport Parking Mobile Pay App* within the Google Play store or Apple store for your smartphone device. There are signs within the **MU, T2, WE, Visitor and ELIM** pay lots, containing user instructions for the mobile app. To view the Passport Parking website, please click on the icon below.



#### PARKING AND TRANSPORTATION SERVICES

Parking Office Building | 1801 15th Ave N | NDSU Dept 3310 | PO Box 6050 | Fargo ND 58108-6050  
701.231.5771 | Fax 701.231.7980 | [nds.parking@nds.edu](mailto:nds.parking@nds.edu) | [www.ndsu.edu/parking](http://www.ndsu.edu/parking)