

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 the [NDSU Parking Regulations](#) and applies to all NDSU venues. The procedures below only apply to vehicles parked on the NDSU campus during the 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.

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 of the pay stations and Passport Parking app for payment within these lots.
 - Pay station and app user instructions are also available by visiting the [NDSU Parking website](#).
 - In lieu of having guests pay for parking, departments have the option of requesting validation codes to be used by guests at the pay kiosks on the event request form. Parking will email a validation code to the department to give to their guests and will invoice using an IDB form at the end of the month.
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 the following pay lots: MU, PV, RP, T2, Visitor's & WE.
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 daily or temporary parking permits, on-line in the NDSU Parking Portal, 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 Memorial Union, the Alumni Center or Barry Hall:
 - Require advanced coordination directly with the Conference & Event Services. Please contact Kim Bruemmer at 701-231-9447.

Links & Forms:

[Reservation & Request for Event Parking form](#)

[Validation Code & One Day Permit Info](#)

[NDSU Parking Map](#)

PARKING AND TRANSPORTATION SERVICES

Parking Office Building | 1801 15th Ave N | NDSU Dept 3310 | PO Box 6050 | Fargo ND 58108-6050
701.231.5771 | nds.parking@nds.u.edu | www.ndsu.edu/parking