Department parking procedures quick reference guide:

This quick reference guide is to assist the responsible departments with planning for events or performances in accordance with sections 19, 24 and 31 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.**

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 on the NDSU Parking Office website.
   - 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 station 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. This practice displaces staff and students that have paid to be in their assigned lots. 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 permit 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 Fargo Dome 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 will 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.

The attached maps and documents are provided for guests and department use.

- NDSU Parking Regulations
- Reservation & Request for Event Parking form
- Multiple Event Request for Parking
- NDSU Campus Map
- Fargo Dome Lot Map
- Pay station user instructions
- Google Play Android smartphone user instructions
- iTunes iOS smartphone user instructions
NEW PROCESS FOR REQUESTING MULTIPLE KNOWN EVENTS:

*If departments know their event schedules in advance, they can submit all know events on the for the entire academic year on the **Multiple Event Request for Parking form**.

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 at the **Google Play** site for Android or the **Apple Store** site for iOS smartphone devices. There are signs within the **MU, T2, WE and Visitor (E)** pay lots containing detailed user instructions for the Mobile Parking App. User instructions and links can also be found on the NDSU Parking and Transportation Services website under **Visitor Parking** as well as on the **Passport Parking** Mobile Pay App.