

Official Guest/Temporary Parking Permit Request Policy

General Guidelines (2014-2015 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(s), 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 one or more guests for more than three 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 \$15 per day, Monday through Saturday. 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 on the 5th floor in the University Center.
- 6) *Requests for reserved parking or cone-offs are no longer processed for university guests visiting with USF departments or attending university special events.
- 7) Payments can be made by credit card only (if card not present, authorization form must be provided). We accept Visa, MasterCard, American Express 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. Please note visitor gates only accept cash.
- 8) *Temporary Permits for current permit holders will no longer be issued due to the ability of current permit holders to personally change information such as vehicle information in their iParq account. Some exceptions may be made if a sudden change of vehicles occurs.

*Updated 07/14