

Department or Personal Reserved Stall

Definition and Purpose

This defines a way for GT Departments and individual employees to secure a “Reserved” parking space/stall (24 hrs./day, 7 days/week) in a specific lot/deck to meet their business needs.

Rules and Regulations

- All reserved space parking stalls must be renewed annually
 - Individual reserved parking stalls may be renewed during the annual PTS renewal period.
 - Departmental/Group reserved space parking stalls may be renewed July 1 – August 31, each year.
- Reserved stalls that are not renewed will be removed after August 31.
- Stalls are reserved 24 hrs./day, 7 days/week in a specific lot with a reserved stall signed posted.
- A reserved stall sign may only be installed by PTS.
- PTS may take reserved stalls off-line for a special event (such as an athletic event), construction or maintenance. Impacted reserved stall users will be notified when their space is taken off-line.

Restrictions

- Request for a reserved stall must be approved by the Senior Director of PTS.
- PTS staff will enforce reserved stalls only upon request of the reserved space user.
 - The reserved space user or department will provide PTS with a list of persons authorized to call PTS to request that a vehicle illegally parked in a reserved space be cited or towed.
 - The reserved space user, department or authorized person may contact PTS at 404-385-7275 to report the removal or citation of an unauthorized in their reserved space.
- PTS may limit the total number of reserved stalls on campus.
- Annual Reserved Stall Permits are only valid in the assigned reserved space.
- When relinquishing or returning an annual Reserved Stall permit, PTS will issue a pro-rated refund for the stall through March 31 of the permit year.
- Refunded balances of the paid annual reserved space fee will be minus any other charges including citations and late fees.
- Temporary Reserved Stall permits are only valid in the assigned reserved space for the duration of the temporary permit.
- Department reserved stalls may not be used in lieu of purchasing a parking permit for personal vehicles.
- Faculty, staff, or students parking in a department reserved stall for their personal use or in lieu of purchasing a campus permit may be cited and/or towed.

Related References

Special Events

PTS Parking Rates

Annual Individual Parking Permit

Effective Date	November 13, 2012
Last Revised	July 22, 2021
Review Date	July 22, 2021