

# Special Events

## Definition and Purpose

Individuals or departments planning to conduct workshops, conferences, or special events, to which persons on and off campus will be invited, should inform Parking and Transportation Service (PTS) as soon as possible. Special event parking and transportation needs must be coordinated through PTS. Only the Office of Parking and Transportation is authorized to commit or approve the use or closure of parking facilities. The approval of PTS is required for any special event that will cause the disruption of a parking lot or deck, or the use of GT shuttle services.

## Rules and Regulations

- Any event which will impact parking facilities must be coordinated through PTS.
- PTS will need to know the anticipated attendance, duration of the event, event parking needs and/or transit requirements.
- An event request for parking validations, bus charter rentals or event resources will need to be completed for each event. The form can be found at <https://pts.gatech.edu/event-parking-rental-services>.
- When parking stalls are reserved, the organization will be charged based upon the number of stalls being held. If any event exceeds the number of reserved stalls initially agreed upon, the invoice will be adjusted at flat-rate pricing after the event has concluded to reflect the higher number of vehicles.
- Additional charges may be applied for reservations made with less than seven (7) days notice prior to the requested event.
- Some events and/or functions require parking enforcement personnel, outside event management to properly manage the event, or require labor hours and material in preparation for the event. For those rates, see "Event Parking Resources" at <https://pts.gatech.edu/event-parking-rental-services>.
- PTS may close/block off lots, stalls, areas, or decks as reserved for those attending a special event. Parking alternatives will be made available for displaced permit holders.
- If Parking Services determines that an event may cause an unacceptable disruption to campus operations; it may reject an event proposal.
- PTS may take one or more of the following steps to inform permit holders of special event parking policies.
  1. Information emailed to all permit holders with assigned lots or decks affected by special event parking.
  2. Informational signs posted at the entrances to lots reserved for athletic and other special events.
  3. Information posted on the PTS Website.
- PTS's Event Coordinator manages the requests for GT Stinger/Charter services. Charter bus services may be requested at <https://pts.gatech.edu/charter-bus-rental-services>.
- Event parking requests are reviewed and approved by the Director of Business Operations and/or the Director of Transportation and with final approval by the Senior Director of PTS.

## Restrictions

- Rates for both GT Stinger bus are posted on the Stinger Charter Request form and subject to change annually.
- A 3-hour minimum per vehicle reserved is required for Charter rentals.

- PTS reserves the right to refuse an event based on the potential disruption to the campus.
- GT PTS is not responsible for any lost, stolen or damaged property.
- PTS may limit the total number of parking spaces that can be reserved for a special event.
- Parking and Transportation Services has the right to reserve lots/decks for event parking on campus.
- Event parking may be sold in advance or at the gate on a first come basis, as determined by PTS and the Event requestor.
- Lots that are restricted for an event will be posted at the entrance to the lot. Permit holders will be notified in advance of the lot closure by email, and/or on our website at [www.pts.gatech.edu](http://www.pts.gatech.edu). Where possible, PTS will make every attempt to notify permit holders within 48 hours of the lot closure.
- Parking and Transportation Services has the authority to close a lot for construction, maintenance or safety issues.
- Events include, but are not limited to athletic events, including swim meets; concerts; move-in/move-out; commencement; movies; career fairs; banquets; conferences.

<b>Effective Date</b>	April 2, 2013
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