

## *Parking Reservation Guidelines*

In keeping with the campus policies, parking is reserved according to the following guidelines. Reserved parking is located at the Jenkins lot. The following groups may have reserved parking.

1. Members of the Board of Trustees
2. Advisory Board Members, such as: Accounting & Psychology Advisory Boards, Mount St. Agnes Board Members, etc.
3. Requests by the President or Vice Presidents
4. Athletics
5. Admissions
6. Requests for large groups / special events
  - a. Sponsored events must have approval from the Office of the President or one of the Vice Presidents.
  - b. Request must be submitted in writing to Event Services at least 7 days prior to the event.
  - c. All pertinent details must be included, i.e., name of group, date of event, number of spaces requested, signs if necessary, whether or not they will provide assistance in directing group to parking area.
  - d. Transportation & Parking will notify the University community via Newshound and parking alert signs.
  - e. Transportation & Parking will also notify Public Safety.
  - f. If additional shuttle service is needed, please fill out a "Reserve Charter" form, which can be found on the Transportation & Parking website under Forms or Quick Links.
  - g. Off campus parking needs should be directed to Event Services.
7. Requests for small groups of 5 or less will be handled on a case by case basis. These requests can be directed to Christian Marriott in the Transportation & Parking office at: [clmarriott1@loyola.edu](mailto:clmarriott1@loyola.edu) or 410-617-1162.

A friendly member of our Parking staff will be at the Jenkins lot booth to greet your guests and direct them to the location of your event, if that information has been provided. We will also place a call to your department when they arrive if requested.