

# UTAPS Update

Business Partners Round Table

February 27, 2009



## Visitor and Special Event Planning

- A Sac State parking permit or parking arrangement is required at all times to park on campus.
- The following parking information should be helpful when inviting visitors and planning for special events.



# Who pays to park at Sac State?

- Students
- All employees paid to work at Sac State
- Emeritus faculty and staff working for pay
- Vendors
- Contractors
- Consultants
- Attendees of all types of camps
- Attendees of instructional activities for credit or no credit
- Drop-in visitors
- Attendees of non-Sac State special events

# Who does *not* pay to park at Sac State?

- Non-teaching faculty during sabbaticals and the summer who are *not* working for pay
- Emeritus faculty and staff who are *not* working for pay
- Volunteer employees receiving *no* compensation or credit of any type
- Special guests, speakers, guest lecturers who are *not* working for pay
- Attendees of Sac State special events

# What new parking fees were implemented in January 2009?

- Effective January 1, 2009, new parking fees were implemented for the following groups who previously didn't pay to park:
  - vendors
  - contractors
  - consultants
  - undated, “one day use only” visitor parking permits held in VP and Dean offices

# How are visitor parking permits obtained?

- The inviting department may request visitor parking permits through Visitor Parking (VP) in CMS. Access to VP may be requested by completing a Request for CMS Financial User Access form, and specifying Visitor Parking.
- Visitor parking permits may be picked up at the UTAPS Office, Information Booth #1 or #2, or mailed to the requesting campus department.
- In some cases, a charge for parking may apply.
- For spontaneous drop-in visitors, visit the UTAPS office or a daily parking permit machine to purchase a daily parking permit.
- As another option, departments may purchase in advance a small quantity of one day use “scratch off” visitor permits.

# How are parking arrangements made for large groups?

- Contact UTAPS Parking Services Coordinator or 278-5244 or [eventparking@csus.edu](mailto:eventparking@csus.edu) with the details of the special event.
- Groups of 5 or more vehicles will be provided parking permits for all student parking spaces.
- Groups of 50 or more vehicles will be provided parking permits or permit fliers for Lots 9 and 10 student.

# When are effective days and times for planning special events?

- Off-peak parking times, when the most parking is available is late afternoon and evening Monday – Thursday, Fridays, weekends, holidays when classes are not held, spring recess, summer, finals week and winter intersession.
- Contact UTAPS at the beginning planning stages of the event to determine the most effective parking time to hold the event.



# What is the parking fee for visitors?

- \$6.00 per day per vehicle
- Visitor parking fees may be paid and visitor parking permits obtained in advance by campus departments and off-campus groups.
- Visitors may pay to park on the day of the event by purchasing a daily parking from a permit machine located in campus parking lots and structures.
- Special arrangements may be made for parking fees paid in advance for large groups at a reduced cost. Contact UTAPS for details.

# What services are available for special event parking?

- UTAPS provides parking lot staffing to cordon off parking spaces, greet visitors and allow access to a parking lot with the appropriate parking permit.
- UTAPS provides information booth staffing beyond normal hours to give directions and distribute parking permits.
- There will be a charge for the above services and signage needed. Call UTAPS for details.
- UTAPS is here to provide a welcoming environment for your visitor or special event. Contact us for assistance at 278-5244 or [eventparking@csus.edu](mailto:eventparking@csus.edu).

# Visitor Parking (VP) in CMS **Unavailable** During CMS Finance 9.0 Upgrade

- Due to the CMS Finance 9.0 upgrade, VP will be temporarily unavailable beginning March 4<sup>th</sup> at 3pm.
- VP should be available again on March 16<sup>th</sup>.
- UTAPS is asking all departments to please submit all known requests in VP prior to the March 4<sup>th</sup> @ 3pm deadline.

# If you need a visitor parking permit between March 4<sup>th</sup> @ 3pm and March 16<sup>th</sup>:

- You'll need to submit your request on a "Parking Permit Request Form" and sent it to UTAPS as an email attachment to [eventparking@csus.edu](mailto:eventparking@csus.edu)
- The "Parking Permit Request Form" may be downloaded at [www.csus.edu/utaps/Visitor%20Parking%20Unavailable.htm](http://www.csus.edu/utaps/Visitor%20Parking%20Unavailable.htm)
- Please allow additional time for processing of visitor parking permit requests emailed to UTAPS.
- UTAPS will make every effort to process requests received by 3pm and have the permits ready by 3pm the following business day. The lead time departments can provide during this time will be beneficial for everyone.

# VP parking fees - - Cost Recovery System

- UTAPS implemented an enhancement to the VP system for visitor parking permits in January 2009.
- Campus departments now have the ability to include their speed code to have any required parking fees charged automatically through the campus Cost Recovery system.
- Use of the campus Cost Recovery System in VP allows for more efficient and timely transactions. These same transactions were previously handled manually through the expenditure transfer system.
- Only visitor parking permit requests with an associated parking fee will need to have a speed code included.
- *There is no change to courtesy parking permits provided at no charge.*

# Proposed Changes to Hornet Express Shuttle Program

- UTAPS continues to consult with the campus community and review the possibility of changes to routes and schedules to enhance efficiency and services.
- UTAPS asked the ASI Board and the Transportation Advisory Committee to review the proposed changes and provide feedback.
- We hope to announce final decisions before the end of the Spring 2009 semester for implementation by Fall 2009.



# Questions?

[www.csus.edu/utaps](http://www.csus.edu/utaps)

[eventparking@csus.edu](mailto:eventparking@csus.edu)

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