California State University, Sacramento has a long-standing practice of providing free parking to visitors and attendees of campus events that are sponsored or hosted by campus departments. At the same time, parking fees for students and others has increased in order to pay for construction of Parking Structures II and III, and to keep up with rising costs to operate and maintain campus parking facilities. Parking is a self-support program funded entirely by user fees; no State funds may be used to fund CSU parking facility construction, operation, and maintenance. To keep up with rising costs and avoid additional fee increases for as long as possible, the number of visitors and event attendees who pay to park needs to increase.

It is estimated that approximately 50,000 people visit campus annually that do not pay to park. Many of these people are attending events that have a direct connection to the University’s academic program and are sponsored by a University department. Events that currently are not charged for parking include:

Non-Ticketed Events (free and advertised to community)
- Lectures, guest speakers, performing artists, gallery openings
- Arts Festival, Music Festival

Ticketed Events (attendee pays for ticket)
- Theatre/dance/music productions
- Athletic events
- UNIQUE events – comedy, concerts, movies, speakers, etc.

Special Programs (attendees pay to participate)
- Clinics – physical therapy, psychological, speech/hearing, ACE, counseling and diagnostics
- String Project
- Testing Center
- Renaissance Society

The Visitor Parking All University Expense (AUE) approved by the University Budget Advisory Committee for 2010/11 provides funding to cover visitor parking for attendees of programs/events that meet the attached criteria. Events that are sponsored by entities outside of the University are not eligible to receive funding from the AUE. University departments may submit a request for reimbursement if their event is charged for parking and it meets the attached criteria. UTAPS may also submit requests for some of the events listed above. Academic Affairs will review all requests, determine whether the event meets the listed criteria, and make the final decision regarding allocation of funds.
The following criteria must be met to be eligible to receive reimbursement for visitor parking:

1) Visitor(s) must attend or participate in a University-sponsored program/event that
   a. Occurs during the 2010/11 academic year;
   b. Is sponsored by a College or academic department;
   c. Is funded by the General Operating Fund; and
   d. Does not charge a fee or charge for admission (ticketed event)
2) Visitor(s) participation in said University-sponsored program must enhance the
   students’ educational experience at Sac State.
3) Visitor(s) are not receiving any compensation, stipend, honorarium, course credit, or
   any other form of remuneration from Sac State for their participation.

Additional information

1) AUE funds will be allocated on a first come, first served basis until they are exhausted
   for the year.
2) AUE will be used only to cover vehicle parking costs for visitors who meet the criteria
   above; it will not be used for additional parking-related costs for programs and events
   such as signage, staffing, supplies and services, etc.

Instructions

1) To make parking arrangements for your event, please send an email to
   eventparking@csus.edu and provide details of the event and what parking will be
   needed. This should occur a minimum of 30 days prior to the event.
2) If UTAPS determines that your event should pay for parking for its attendees, and you
   believe that your event meets the criteria outlined above, fill out the Visitor Parking
   Funds Request Form and send to Don Taylor, Director of Academic Programs & Global
   Engagement; SAC 230; Campus Zip 6016. You will be notified if your request is approved.
   Please note that submitting a request does not guarantee approval of full funding.
3) You will be required to provide UTAPS with a funding source (chartstring or speedtype)
   when you initially make your parking arrangements. If your request is approved for
   funding, the actual amount charged by UTAPS for your event’s parking will be credited
   to your account. Credits will be processed on a quarterly basis and will occur in the
   same fiscal year as the expense.