

## **River Campus Special Event Parking Guidelines and Suggestions**

It is our goal to assist you in ensuring your guests have an enjoyable visit to campus. When you are planning an event on campus that will require support by Parking and Transportation, please contact us as early in the planning process as possible.

All invitations should contain clear directions to the location of your event along with parking details.

If the number of guests attending your event is 25 or less contact the RC Parking Supervisor at 275-3983 for arrangements

If the number of guests attending your event is more than 25 contact the Parking Department Events Manager at 273-2140 for arrangements

Parking permits are required on campus M-F between the hours of 7:30am and 7:00pm

If you desire to have guests purchase their own parking permits for an event, they may stop at the information booth on Wilson Blvd. between the hours of 7:15am-8:00pm M-F. The charge for daily permits, as of 3/12/2012 is \$5.00 for the day rate (before 4pm) and \$3.00 for the evening rate (after 4pm). Prices are subject to change. Departments wishing to pay for guest parking can do so by requisition at a reduced rate (we will forward permits to the information booth for distribution at department's request)

Please remind guests not to park in reserved spaces, no parking zones or fire lanes. For safety reasons parking regulations are enforced at all times.

If you have questions, comments or need additional assistance, please contact George Guider, River Campus Parking Manager, at 5-3983 or [gguider@parking.rochester.edu](mailto:gguider@parking.rochester.edu)