Parking is an important consideration when planning an event on campus. If there is a problem with parking it reflects poorly on the event sponsor, the University, and Parking & Transportation Services (PTS). Anyone sponsoring an event on campus is therefore requested to coordinate their events with PTS so that parking is a non-event. Event organizers are asked to follow the schedule below when notifying PTS of their event;

1 - 50 non-UH attendees notification at least 5 business days before event
51 – 250 non-UH attendees notification at least 10 business days before event
251 – 500 non-UH attendees notification at least 20 business days before event
Over 500 non-UH attendees notification at least 30 business days before event

The University’s visitor parking policy should be sufficient to service the parking requirements of most events on campus however there will be occasions where special parking arrangements will be necessary. PTS will determine whether special parking arrangements are required and feasible or if the regular visitor parking policy can service the event.

All requests for special parking arrangements must be made to PTS in compliance with the above schedule. There will be an additional $100 late fee for special parking requests made within 72 hours of the event. Request must be made by submitting the special parking request form (Attached) available online at www.uh.edu. PTS will work closely with the department/organizer to meet the event’s parking needs with the available parking resources. If the event can be accommodated, an e-mail confirmation will be submitted to the event organizer detailing the location where event attendees should park. If the request cannot be accommodated, the event organizer will be contacted to discuss parking alternatives for the event.

Reserving Parking Lots
A parking lot may be reserved by requesting that no parking violations be issued during a specified time. This type of reservation does not guarantee the lot will be empty or open only to the guests of a given event. The cost is determined by the area requested. The rates for renting surface parking lots are as follows:

1) 100 or fewer spaces $100 per hour for events held by non-University affiliated groups, and $50 per hour for events held by the University.
2) 100 to 500 spaces $200 per hour for events held by non-University affiliated groups, and $100 per hour for events held by the University.
3) Over 500 spaces $300 per hour for events held by non-University affiliated groups, and $150 per hour for events held by the University.

Reserving Specific Spaces
This type of request is usually reserved for VIPs attending the event. Specific spaces in a lot may be reserved by blocking them off. The cost for reserving surface lot spaces is $10 per space. Meter spaces may be reserved at $1.00 per hour per space. There is no reserving space in UH parking garages. A $23 setup and take down fee will be charged for blocking the spaces. It is strongly recommended that reserved spaces be monitored by an attendant to ensure availability when the guests arrive. The fee for an attendant is $20 per hour.

University-wide Events
University-wide events such as commencement may not require parking fees.
Temporary Parking Permits
Departments may purchase visitor permits for an event at one-half the posted rate. To view current parking rates go to the Parking on Campus tab at www.uh.edu. Visitor permits are usually valid for one day only, however, multi-day permits are available for events lasting more than one day. There are no refunds issued for unused permits, but they may be used in the future as long as the date information on the permit has not been scratched off or punched out.

Pay and Display (LUKE)
Some areas of campus are serviced by pay and display machine. These areas are pay in advance and there is no discount for departments or events, however, parking after 5PM is discounted. To view current parking rates go to the Parking on Campus tab at www.uh.edu.

Parking Garages
Parking validation coupons are available for garage parking in $1.00 increments up to the daily rate. Parking after 5PM is discounted. To view current parking rates go to the Parking on Campus tab at www.uh.edu. Events ordering 20 or more all day parking validations will received 1/3 off the daily parking rate per coupon (does not include evening rate). Unused coupons can be saved for future events or may be return within 14 days of the event for a 50% refund per coupon.

Parking Attendants
If it is necessary for Parking Attendants to be present to assist or to manage parking cones, there will be a $20 per hour charge per attendant.

Payment
Payment for all permits and staffing must be made in advance. Acceptable forms of payment are cash, check, MasterCard, Visa, or Service Center Voucher.