

EVENT OR SPECIAL REQUEST PARKING

Murray State Parking Services offers event parking as a service for our departments, agencies, and community hosting special events/conferences/meetings on campus. These parking permissions should be requested by the department/agency/hosting business via email to msu.parkingoffice@murraystate.edu with a minimum notification of 72 hours/3 days in advance of the scheduled event. Requests may be made to our office as much as 1 year in advance of the event, as well.

Departmental Parking Portals are available to any department on campus. If you do not have a departmental portal and would like one, please contact Parking Services for details.

Parking Services will provide the host with an URL designed specifically for their event and event dates. (In addition, Parking Services will provide you and your guests upon request a copy of the parking lots available for their convenience along with instructions on how to register or where they may park.

SPECIAL PARKING REQUESTS

- Requests for special use of parking areas or streets (dances, etc.) should be submitted to the Vice President of Finance and Administrative Services for approval and then coordinated with Chief of Police.

Departmental Portal Requests

Departments and agencies housed on MSU main campus may request a departmental parking portal. These portals are used for the following reasons **only**: (They may not be used for any other reason without express written approval by the Parking Manager or their designee)

- Guest speakers for classes, lectures, workshops, etc. (This **does not** include Murray State faculty, staff, students, vendors, contractors, or non-MSU agency personnel housed on campus or working on main campus for any reason.)
- Non-affiliated MSU visitors or special guests invited to campus by the President, Vice-Presidents, Deans, Foundation, Alumni Office, or others as approved by the Parking Manager or designee
- Departmental vehicles rented and paid for by the University. This does not include vehicles provided by dealerships for individuals that use that as their primary transportation to and from campus.

Violation of these procedures may result in the departmental portal being suspended and training must be completed before portal will be re-activated.

Departmental portals **should not** be used for temporary V- V-permit for employees that have not purchased their V-permit. All faculty/staff needing a temporary V-permit **must be** issued by Parking Services