

RIT HENRIETTA CAMPUS EVENT PARKING POLICY

Scope

This policy applies to all individuals who request event parking Monday- Thursday between the hours of 8am and 4 pm during the Spring and Fall academic semesters when classes are in session on the RIT Henrietta campus.

I. Policy Statement

This policy provides a consistent approach for all event parking at the RIT Henrietta campus.

Forty (40) visitor vehicles can be accommodated in general parking areas for events scheduled Monday – Thursday between the hours of 8am and 4 pm during the Spring and Fall academic semesters when classes are in session. Events, individually or cumulatively, expecting between forty-one (41) and two hundred (200) guest vehicles to campus will need to direct visitors to B Lot. Events for over 200 guests are encouraged to be scheduled after 4 pm Monday – Thursday or on Fridays and weekends. Event sponsors may elect to provide a chartered shuttle service for their visitors, or direct their visitors to utilize the complimentary B Lot Campus Shuttle to the appropriate shuttle stop destination.

The B Lot Campus Shuttle can accommodate 65 riders simultaneously and runs on a 30-minute loop through campus. Event planners requesting chartered shuttle service will be directed to contact an approved RIT vendor to arrange specific services from B Lot to the event.

II. Rationale

This policy is designed to preserve an appropriate number of general and reserved parking spaces for paid permit holders, while also supporting the use of RIT’s Henrietta campus for community, academic and other sponsored events. While exceptions to this policy will include events such as Career Fairs, Accepted/Prospective Student Tour Days and Board of Trustee meetings, this policy generally protects those faculty, students and staff who pay an annual fee to park on campus.

Any RIT sponsored event, class or meeting may request to reserve parking spaces through the RIT Events portal in advance of said event, class or meeting. Upon receipt of the request, determination will be made by the Event Support Staff as to the number of spaces available at the requested time. The Event Support Staff will respond to the requesting party with options for visitor parking. Reservation of parking spaces for events shall be granted on a first-come, first-served basis.

III. Procedures

All events for which visitor parking passes are requested must register through RIT Events in advance of said event.

Visitor/guest parking e-permits will be issued on a first-come, first-served basis through RIT Events.

If more than 40 guest passes are already reserved on a given day, event parkers may be referred to B Lot (if capacity remains open) or the event organized may consider a different day for the on-campus event.

Event organizers may not assume parking will be available upon request. Event organizers will be notified through RIT Events of parking options for the requested date and event.

In the event of any question as to whether an event is an exception to this policy or priority of simultaneously scheduled events, review of the circumstances shall be conducted by a designated review committee to render a final decision.

Responsible Offices

The office of the Assistant Vice President for Facilities Management Services is the primary responsible office for this policy. Parking procedures are maintained by the director of Parking and Transportation Services. The review committee of exceptions shall initially consist of the Vice President of Development and Alumni Relations, Vice President and Associate Provost for Diversity and Inclusion, Vice President for Government and Community Relations and the Secretary of the Institute.

Policy History

Original Draft August 2018