

Department Reserved Parking Stall Policy

Definition & Purpose

UW & affiliated departments can request a “Reserved” parking stall (24 hours/day, 7 days/week) in a specific lot/ramp to meet their business needs. This policy describes the reserved stall request process and reserved stall enforcement standards.

Policy

- All reserved parking stalls must be renewed annually. (Refer to permit rates.)
- A specific business reason to justify the need for a reserved stall is required on the application.
- All reserved stalls are sold at the full annual reserved stall rate. No refunds or prorated fees.
- Reserved stalls that are not renewed will be removed after September 1.
- Stalls are reserved 24 hours/day, 7 days/week in a specific lot with a reserved stall sign posted. Only UW Transportation Services may install a reserved stall sign.
- Annual reserved or temporary reserved permits are available to departments to assist with managing their reserved stalls. Reserved stall temporary permits are available for a fee as a disposable version of the annual permit for the customer's convenience. These permits are non-refundable.

Restrictions

- Transportation Services staff will enforce reserved stalls upon complaint only.
 1. Departments will provide Transportation Services with a list of staff authorized to call and request that vehicles parking illegally in reserved stalls are cited or towed.
 2. Citations requested by departments will be upheld.
 3. Requests for tows will be honored at the vehicle owner's expense; if a tow request is made in error, tow fees will be charged to the department
- UW Transportation Services may limit the total number of reserved stalls on campus.
- Annual reserved stall permits are only valid in the assigned reserved space.
- Temporary reserved stall permits are only valid in the assigned reserved space under the following conditions:
 1. All-day, a.m. or p.m. time period circled with the appropriate date stamped.
 2. A proprietary date stamp approved by UW Transportation Services.
- Department reserved stalls may not be used in lieu of purchasing an annual base lot assignment for personal vehicles.
- An administrative fee will be charged for replacing department reserved permits reported as lost or stolen.

Related References

- Alternative Transportation Options
- Service Permit Policy
- Lost/Stolen Replacement Permit Policy

- Payment/Refund/Cancellation Policy
- Permit rates available on the UW Transportation Services website

Policy Information:

Policy Number	TS-04
Date Approved	3/2001
Revision Dates	<p>3/2003 – New Permit Design</p> <p>3/2008 – Enforcement of Reserved stalls</p> <p>3/2018 – ‘Owner’ of the stall is required to pay the tow fee of any tow request made in error</p>