

Round Rock Campus Event Parking

Operating Procedure Overview

The Round Rock Campus (RRC) event parking operating procedure has been established to promote and align the strategic priorities of the campus while ensuring fair and equitable parking arrangements for all events. This procedure outlines the conditions under which event organizers and attendees will be exempt from parking charges, taking into account the nature of the event and its alignment with the campus's strategic goals.

Guidelines

1. Alignment with strategic priorities
 - In order not to be charged for parking, an event must align with the strategic priorities of the Round Rock Campus.
 - Event organizers must provide documentation demonstrating the alignment of the event with said strategic priorities.
2. Approvals authority
 - Events seeking exemption from parking charges must be approved by the Vice President of the Round Rock Campus (or designee).
 - Event organizers must submit a formal request for approval in advance of the event.
3. Submission deadline
 - Event paperwork, including the request for parking charge exemption, must be submitted to the Office of the VPRRC no later than the 20th of the preceding month before the event.
4. On-campus events with registration fees
 - Any in-person event hosted by a campus entity that charges a registration fee to attendees should also include a parking fee. The event parking charge will not be waived.
 - Event registration fees, including the parking fee, must be communicated to the Office of VPRRC to help coordinate parking passes and distribution.
5. On-campus events hosted by external parties
 - External parties requesting to host events on the RRC that charge a registration fee to attendees will be charged for parking.
 - If no registration fee is charged, the request for event parking charge exemption will be reviewed by the Vice President of the Round Rock Campus (or designee) on a case-by-case basis.
 - External event organizers must coordinate with the Office of the VPRRC to organize event parking on campus.
6. Parking guard services and event setup
 - If parking attendants are required for traffic control or to direct traffic for an event, the cost of these charges will be absorbed by the event host.

Enforcement

If events are hosted without completion of the appropriate paperwork, event organizers and attendees are responsible for parking charges.

Responsibilities

Event Organizers:

- Ensure all the necessary paperwork is submitted to the Office of the VPRRC by the specified deadline.
- Communicate parking fees associated with the event to attendees, and if receiving parking passes ahead of time, distribute the passes to the attendees.

Office of the Vice President Round Rock Campus:

- Review and approve event requests based on alignment with the campus strategic priorities.

Guideline Amendments

These guidelines are subject to annual review and updates as needed. Any amendments will be communicated to the campus stakeholders.

Effective: 10/13/23