

Visitor/Guest Parking on Campus: Eligibility and Procedures (Effective February 2011)

Eligible for <i>College-Sponsored</i> Parking	Eligible for <i>Department/Program-Sponsored</i> Parking
<ul style="list-style-type: none"> ➤ Per diem non-student volunteers on SCC-related business ➤ Members of State Commissions and/or Boards, who are conducting state business ➤ Members of College Advisory Councils ➤ Job Applicants (2-hour limit, unless otherwise specified) ➤ Prospective Students: <ul style="list-style-type: none"> - Attending pre-organized campus or orientation tour - Taking COMPASS or ABE/ESL/GED test ➤ Athletics: <ul style="list-style-type: none"> - Paid game officials, referees, etc. - Players, coaches and staff of visiting athletic teams when transported in common vehicle (bus, van, carpool, etc.) ➤ Concert Band members ➤ Guest speakers (<i>contract required</i>) ➤ Some campus partners and/or community members (<i>VPAS approval required</i>) ➤ As provided for /obligated in written Contracts 	<ul style="list-style-type: none"> ➤ Campus rentals (parking incorporated into rental contract) <ul style="list-style-type: none"> - Includes all Third Party Testing (SAT, ACT, etc.) ➤ Individuals receiving special services from college providers (e.g., Dental Hygiene patients) ➤ Others, as determined by Deans/Directors (parking passes charged to individual department/program) <p align="center" style="border: 1px solid red; padding: 5px;">http://intranet.shoreline.edu/parking/</p>
<p><u>Procedure</u></p> <ul style="list-style-type: none"> ➤ VISITOR PERMITS MUST BE FORMALLY REQUESTED IN WRITING ➤ Visitor Parking permits are issued directly by Safety and Security ➤ Permits issued on a daily basis; in some cases a date range will be acceptable ➤ “Visitor Parking Request” form must be completed by requesting entity (10 business days notice required) <ul style="list-style-type: none"> - Send request to Safety and Security - Designate as “college-sponsored” or “department/program sponsored” - Include brief description of justification/rationale - Include budget number when “department/program sponsored” 	