

Reserved Stall Procedures For Flat Lots

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.010 Introduction

Parking Services is responsible for administration of the reserved stall policy developed by the Council on Parking Operations and approved by the Kansas State University Administration. Reserved stalls provide a known parking place, not necessarily a known parking place located directly adjacent to a person's work place. Locations will be determined at the time of approval and include lots B05, B13, B16 and parking garage(s). The lot behind Anderson Hall (E6) is

controlled separately. These stalls are paid for at the appropriate rate. Faculty/Staff have the option to purchase a reserved stall in the parking garage without completing an application for a reserved stall.

.020 Automatic Approval positions

Reserved stalls are automatically available to people in the following positions:

President

Provost and Senior Vice President

Vice President

Associate Vice President

Assistant Vice President

Associate Provost

Vice Provost

Dean

Associate Dean

Assistant Dean

.030 Application Process for Other Faculty/Staff

Other full time faculty/staff members may apply for a reserved stall.

To apply, provide:

An application

Letter(s) from immediate supervisor and Dean

Approval of appropriate Vice President/Provost

These applications will be reviewed by the Council on Parking Operations in October and March. Final approval/denial is by this Council.

.040 Reserved Stall Renewal

Yearly renewal of reserved stalls is required of non-automatic reserved stalls. This requires a necessity verification form (atch # 2) signed by the applicant, immediate supervisor and Dean.

.050 Changing Positions

If an employee leaves a position, the stall reverts to general parking. The process must be started over for the new holder of a position, if need exists. A temporary exception may be granted by Parking Services for a new employee in a position where the previous employee had a reserved stall. This exception would apply only until the application is review by the Council.

.060 Grandfathering of Reserved Stalls

Current reserved stall owners will be allowed to maintain their reserved stalls. The application process will not be necessary. Price increases will apply.

.070 Medical Reserved Stalls

Medical reserved stalls will be issued only to full time faculty/staff and only if available disabled stalls in an area are insufficient. Medical reserved stall owners need to provide a copy of their handicapped placard and wallet card with their renewal forms.

.080 Extended leave or sabbatical

When reserved stall owners go on extended leave or Sabbatical, please contact Parking Services.

.090 Notification of Illegal Use

Please contact Parking Services at 532-7275 to report someone parked in your stall from 7:30 a.m. to 5:00 p.m., Monday through Friday.

If you wish to report someone in your 12 hour stall between 6 a.m. and 7:30 a.m., Monday through Friday or from 5 to 6 p.m. Monday through Friday, or in your 24 hour reserved stall at times other than 7:30 a.m. to 5:00 p.m. Monday through Friday, please call K-State Police Department Dispatch at 532-6412.

Please limit the number of people able to report illegal parking in your stall. Preferably this would be you and one other person in the office. This eliminates problems if you tell someone they may use your stall when you are not there.

.100 Questions

If you have questions concerning this document, please contact Parking Services at 532-7275.

APPLICATION FOR RESERVED STALL

Name _____

Work Location _____

Job Title _____

A) Duties and Responsibilities

B) Specific Job Requirements Necessitating Access and Movement
provided by Reserved Stall

C) Why these requirements cannot be met by other means

D) Does your Organization have a Service Permit?

E) Does your Organization have a State or Government Car?

Decision of the Council on Parking Operations

APPROVED _____ DENIED _____

At the Meeting of _____

Location of Stall _____

If additional space is needed, please attach another sheet and indicate letter of paragraph (A-E) you are referencing.