

Special Events

Definition and Purpose

Special event parking and transportation must be coordinated through Parking and Transportation Services (PTS). Staff will work to allocate available parking that is most convenient for the guests or make arrangements for the Stinger or Trolley requested. All rentals are established by the Director of Business Operations and/or the Associate Director of Transportation and with final approval by the Senior Director of PTS.

Rules and Regulations

- Any event which will impact parking must be coordinated through PTS.
- Complete the *Special Events Parking Request Form* found on the GTPTS Website: www.pts.gatech.edu.
- Departmental purchase of parking stalls can be made by submitting to PTS Event Coordinator the PeopleSoft Department Number and the Document ID Number.
- Organizations purchasing parking stalls for special events may utilize a credit card for the down payment.
- After the event, all charges will be submitted to the department or organization.
- When parking stalls are reserved, the organization will be charged based upon the number of stalls being held. If any event exceeds the number of reserved stalls agreed to, the invoice will be adjusted at flat-rate pricing after the event has concluded to reflect the higher number of vehicles.
- Additional charges may be applied for reservations made with less than seven (7) days notice prior to the requested event. Rates are found in the "PTS Rates" section.
- Some events and/or functions require parking enforcement personnel to properly manage the event or require labor hours and material in preparation for the event. For those rates, see "PTS Rates".
- PTS may close/block off lots, stalls, areas, or decks as reserved for those attending a special event. Parking alternatives will be made available for displaced permit holders, based on permit type. However, if Parking Services determines that an event may cause an unacceptable disruption to campus operations; it may reject an event proposal.
- PTS may take one or more of the following steps to inform permit holders of special event parking policies.
 1. Information mailed or e-mailed to all permit holders with assigned lots or decks affected by special event parking.
 2. Informational signs posted at the entrances to lots reserved for athletic and other special events.
 3. Information posted on the PTS Website.
- PTS Event Coordinator manages the requests for GT Trolley / Stinger.
- Complete the *Special Events Transportation Request Form* found on the GTPTS Website: www.pts.gatech.edu.

Restrictions

- Rates for both the GT Trolley and Stinger are posted at *PTS Rates*.
- PTS reserves the right to refuse an event based on the potential disruption to the campus.
- GT PTS is not responsible for any lost, stolen or damaged property.
- PTS may limit the total number of stalls that can be reserved for a special event.

- Parking and Transportation Services has the right to reserve lots/decks for evening parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots that are restricted for an event will be posted at the entrance to the lot. Permit holders will be notified by email, and/or on our website at www.pts.gatech.edu.
- Parking and Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.

References

PTS Rates

Number	PTS-
Effective Date	Permit Year 2015-16
Date Created	April 2, 2013
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