



## Assisted Parking

Revised Date: 10/30/18

**Description:** Assisted Parking allows vehicles to park behind other cars after all spaces in a parking lot have been filled, increasing the amount of cars able to park in the parking lot.

### Location and Service Hours

Assisted Parking is available Monday through Thursday.

- Students and Visitors can park in Lot A from 8:30 a.m. to 1 p.m.
- Faculty and Staff can park in Lot E from 9 a.m. to 12:30 p.m.

### Parking Attendants

An attendant will be available until 10 p.m. to return car keys.

After 10 p.m., car keys can be retrieved with identification from the University Police Department (657) 278-2515, located on the corner of State College Boulevard and Gym Drive.

### Parking and Retrieving Vehicle

An attendant will be onsite to direct parking in a designated parking aisle. Please provide the attendant with the valet car key to receive a corresponding claim check. Present the claim check to the parking attendant to retrieve the vehicle.

Before leaving, roll up all the car windows, lock the doors, and note where the car is parked. **Never leave valuables in the car.**

All blocked vehicles can be moved by the parking attendant onsite. Please provide the ticket number under the windshield to the parking attendant so the vehicle may be moved.

### Additional Information

Assisted parking attendants are required to lock all car doors and windows, engage the parking brake, write the correct location of the parked vehicle on the claim check, and where applicable, reactivate car alarms and reattach steering wheel locks.

Claims for loss or damage must be made with the Assisted Parking Supervisor on duty. Any claims or inquiries should be addressed to Mike Rios, Empire Transportation (800) 540-1515. Claims must be made before leaving campus.

General questions can be directed to Parking & Transportation Services (T-1400) at (657) 278-3082.