

Policy for Event Reserved Parking Spots

Event Reserved Parking Spots

Reserved parking spots for events, special guest speakers, caterers, and VIP guests are available on a limited first-come, first served basis. We have 2 reserved spot cones in the Library lot, 2 in the library loading dock (2-hour limit), and 6 in the Robertson Hall lot. They are permanently installed and two-sided; one side shows “Available” and the other side shows “Reserved”. If you believe your event requires reserved parking spots, send an email to Administrative Services at adminfacilities@regent.edu (at least one week in advance) with the name of the speaker, name of the event, number of spots needed, and parking lot required. The limit for guest reserved spots is 2 per event; the limit for court competitions is 5.

Cars parked in these spaces must have a green visitor pass on the dashboard clearly identifying them as part of the event. Please follow the procedure below.

- If needing a reserved parking spot, email Administrative Services at adminfacilities@regent.edu.
- You will receive a confirmation email and instructions.
- The event coordinator must create a sign for the cone: 8.5 x 11 size, portrait orientation, with the name of the guest, date and time of use. Please use as large a font size as possible.
- As early as the night before the event (to beat the morning rush), slide the sign into the plastic sleeve at the top of the cone and turn the cone around to show that the spot is “Reserved”.
- At the end of the event, turn the cone around to show the spot is “Available”, and remove the paper sign from the plastic sleeve.
- Do not relocate or move the cones.
- Administrative Services/Facility Services does not guarantee that the parking spot will stay available for the expected guest; utilize the spots at your own risk.
- These new cones for marking reserved spots are of a more professional design, in keeping with the University’s signage efforts to improve the overall impact on visitors.
- Email adminfacilities@regent.edu or call (757) 352-4442 if you have any questions.