

**Transportation and Parking Services
Parking Department
Procedure Controlled Access Parking**

Purpose:

This procedure outlines the requirements for requesting and obtaining authorization for parking in areas defined as a Controlled Access Area as part of the Controlled Access Policy and map at this link <https://hr.nmsu.edu/safety/wp-content/uploads/sites/72/2017/09/Policy-Control-Access-Area-2018.pdf>

The procedure was developed to ensure:

- Access to parking or traveling in vehicles licensed for on road use within Controlled Access Areas is managed by a process requiring review and authorization by executives at Facilities and Services prior to a vehicle(s) having access to park or drive in Controlled Access Areas.

Guideline/Policy (Source):

Parking Regulations, Policy Manual Section 2.95

Controlled Access Areas as approved December 11, 2007 by Administrative Council

Procedures:

This procedure operates in conjunction with Facilities and Services.

A Controlled Access Parking Request form with Sections 1 and 2 completed must be submitted to the Parking Department in order to obtain a Controlled Access Parking placard. Section 2 of the form requires the signatures of both the Executive Director for Facilities and Services and the Executive Director Facilities and Services Environmental Health Safety and Risk **or** the signature of the Associate Vice President for Facilities and Services as indicated on the form. If the form does not include the required signatures a parking placard will not be provided.

The Controlled Access Parking Placard will be issued for one time use with the appropriate expiration date indicated on it. There may be instances where a permit is issued for a period of time and in all cases that must be approved by the Assoc. Vice President for Facilities and Services.

The Controlled Access Parking permit must be displayed at all times when a vehicle is parked or driven in a Controlled Access Area on campus.

Vehicles not displaying the appropriate parking permit may be cited for unauthorized parking by Parking Department staff or for other appropriate violations by NMSU Police. In all cases, citation fines are the responsibility of the person the Controlled Access Parking Placard was issued to.

Related Reports/Forms/Reconciliations:

Request for Controlled Access Parking Placard form

Data Retention Requirements:

Create Date - By: 03/13/2018 - Ophelia Watkins

Last Updated - By: