GETTING TO THE UW

Everyone benefits when visitors are provided transportation and parking options. Encourage guests to share their ride or take the bus. For information, see www.washington.edu/upass.

DIRECTIONS & CAMPUS MAPS

Provide guests with driving directions and maps to campus or direct them to www.washington.edu/admin/directions.html. Upon arrival, campus gatehouse Traffic Guides will help visitors and guests according to prearranged parking arrangements or based on their campus destination.

DISABILITY/WHEELCHAIR PARKING

Please inform mobility-impaired guests to self-identify at any gatehouse upon arrival in order to be accommodated. To make disability parking arrangements for guests, events and Husky games, see www.washington.edu/admin/parking/events.html

Contact us at:

Parking Services Special Events Office
206-616-8710
specevnt@u.washington.edu
Campus Box 351105
FAX 206-543-2409

Please Include:

※ Your event date(s)/time,
※ Your phone number(s) and the
※ Event location.

Mail or fax the downloadable order form:
www.washington.edu/admin/parking/SpEventform.html

For more information, see these other Parking brochures:
Seattle Campus Parking Fees
Visitors & Guests Parking Guide
Departmental Parking Guide
Faculty & Staff Parking Guide
Student Parking Guide

PARKING SERVICES
206-685-1543
www.washington.edu/admin/parking
3901 University Way NE
7:30 a.m. - 5 p.m. M-F
parking@u.washington.edu
or T-466A Health Sciences
9-11 a.m. and noon-3 p.m. M-F
206-543-6165

Seattle Campus Gatehouse Hours:
Mon.-Fri. 6 a.m. - 9 p.m., Sat. 7 a.m. - noon

Maps and Directions
www.washington.edu/home/maps

University of Washington Medical Center
www.uwmedicine.org/Global/Maps

To resolve a parking violation, contact:
UW Police Parking Enforcement
Pay citations: 7:30-5 M-F, 1117 NE Boat St., 206-543-9008
or T-466A Health Sciences
9-11 a.m. and noon-3 p.m. M-F
206-543-6165
3901 University Way NE
parking@u.washington.edu

Seattle Campus Gatehouse
Mon.-Fri. 6 a.m. - 9 p.m., Sat. 7 a.m. - noon

CAMPUS PARKING GATEHOUSES
- Central Plaza Garage
- Southwest Parking Garage
- Central Plaza Garage
- North Campus Center Garage
- South Campus Center Garage
- UW Visitors Center
- NE 40th St. & The Ave.

COMPUTER INFORMATION KIOSKS

1. HUB - by the Info Desk
2. By George - main entrance
3. Court Cafe - Health Sciences E-Court
4. Kane Hall - rear elevators
5. Schmitz Hall - 3rd Fl.
6. South Campus Center - 3rd Fl.
7. UW Medical Center - lobby
8. UW Visitors Center - NE 40th St. & The Ave.
9. Central Plaza Garage

PARKING SERVICES
UWMC T-466A T-WING
Health Sciences

Event Planner’s Guide & Helpful Parking Tips for Guests & Events

UW Parking Services 6/06
Parking Services is a self-sustaining organization committed to supporting the mission and goals of the University of Washington and Transportation Services. We manage the University’s limited parking resources to meet the varied needs of the campus community, and continually strive to provide outstanding service to our customers.

WHAT CAN THE PARKING SERVICES SPECIAL EVENTS OFFICE DO FOR YOU?

The Parking Services Special Events Office handles “Arranged Parking” needs for UW and off-campus groups who are hosting a guest(s) or planning a Seattle campus event. The Special Events Office can assist your department or organization with the closest available parking and best payment option for your guests and events. We will guide you through this process which generally involves collaboration between our office and the person coordinating your event.

WHAT TO CONSIDER WHEN PLANNING YOUR EVENT

Contact the Special Events Office early so that we can help you plan and coordinate your event with other campus activities. Parking is limited. Check www.washington.edu/admin/parking/campuseventlist.html for other events that may affect your plans. We specialize in personalizing parking for your VIPs, donors, dignitaries and guests with special needs. We can help you decide whether you or your guest will pay for parking. Whether one guest speaker or a large public event, we will create a plan and work with you for a successful event.

NOTIFY THE SPECIAL EVENTS OFFICE WHEN...

1. You will be hosting donors, VIPs, dignitaries, or other high profile individuals or organizations, or when your guest(s) have special needs.
2. Your event requires any type of special arrangements such as reserved spaces, traffic directing, signs, etc.
3. Your event involves more than 10 people attending an event anywhere on the Seattle Campus on a WEEKDAY.
4. You are planning a WEEKEND event anywhere on the Seattle campus involving more than 300 people.
5. Your event will be held during a large campus event such as commencement or a home football game day.
6. Whenever you have questions about the best parking options for your guest(s) or events.

GENERAL INFORMATION TO CONSIDER WHEN PLANNING YOUR EVENT

CAMPUS IMPACTS

Large events impact campus and the surrounding area. Additionally, the types of vehicles your event brings to campus add to the event’s impact. Find out about the limitations or availability of a parking area you are considering for your event by contacting the Parking Services Special Events Office.

PARKING LOT AVAILABILITY

Between 8 a.m. and 4 p.m. Monday-Friday most campus lots are in use by faculty and staff who have regular permits. Portions of some lots may be used for event parking but space is limited and not always guaranteed. More parking spaces are available during evenings and weekends. The Special Events Office will let you know about lot availability and locations in relation to your needs.

WHERE TO FIND HUSKY FOOTBALL & BASKETBALL PARKING INFORMATION

Go to www.washington.edu/admin/parking/events.html for Husky parking information which also includes disability parking info.

WHEN YOUR PLANS INCLUDE LARGE VEHICLES

There are limitations associated with large vehicles, RVs and vehicles with trailers because they require a large turning radius and are unable to get in or out of some parking areas. If a vehicle occupies two parking spaces the parking fee is doubled. For height limitations of campus garages see www.washington.edu/admin/parking/unusual.html. There is no campus overnight motorthome/RV parking. For Seattle area RV Parks, see www.washington.edu/admin/parking/RVlist.html.

HOW TO HANDLE SCHOOL BUS PARKING

School buses are not charged a parking fee, but they must stop at a gatehouse upon arrival. Buses should enter campus at 17th Avenue NE and NE 45th Street. School buses are not allowed to unload/load on Stevens Way. For specific information about school bus parking you must contact the UW Police Department at 206-543-9337. Also, a transportation plan must be developed prior to the event for large numbers of buses arriving together. Contact the Special Events Office at 206-616-8710 for assistance.

SOUTH CAMPUS CENTER AND UW MEDICAL CENTER (UWMC) EVENTS

Events planned for the South Campus Center or the UWMC must receive a parking assignment from the Parking Services Special Events Office before a room reservation can be confirmed. Call (206) 616-8710. For room reservations see depts.washington.edu/saal/scc/sccres/terms-of-use.php.

WHO CAN USE CAMPUS FACILITIES & GROUNDS?

Campus, non-UW and various affiliated organizations and individuals may use UW facilities if their event is associated with a UW organization or individual, and it is consistent with UW’s mission. For events that include general public attendees, a “Request for Use of University Facilities” form (see www.washington.edu/univrel/uuf), must be submitted at least three weeks prior to the event.

If you are not an UW organization or representative with a UW budget number you must prepay for parking by cash or check or arrange a payment option. Please call (206) 616-8710 for more information.

PARKING PRODUCTS FOR GUESTS

Prepay your guest or off-campus employee parking fee by ordering Departmental Transportation and Parking Products from the Permit Issuance Office. Departmental options are valid for UW guests and off-campus employees. Products include:

- ✾ Bus Tickets - booklet/20. Requires UW Budget # payment.
- ✾ Validation Coupons - minimim/10, exp. date - 6 mo. Best for visits shorter than 4 hrs.; when given out on the day of the visit rather than in advance and when the gatehouses are open upon departure from campus.
- ✾ Departmental Commuter Tickets (DCTs) - Day DCTs, Night and VIP DCTs sold in increments of 5. Best for visits over 4 hrs/day or 1 hr. Sat.; when there is time to mail them in advance to the user; when used outside gatehouse access or when gatehouses are closed.
- ✾ Night DCTs - After 4 p.m. and Saturday.
- ✾ VIP Special DCTs - For high profile guests.
- ✾ Short Term Permits - For consecutive, specific days. Day or evening available.

Download the order form at: www.washington.edu/admin/parking/order.doc or call the Permit Issuance Office at 206-221-5701 for details.