

## Visitor Hosted Parking Guide

Texas A&M University-Corpus Christi has partnered with ParkMobile USA, Inc. to facilitate parking on campus for visitors. The ParkMobile app allows you to easily find available parking spaces in real time and pay \$3.00 per hour for parking via the convenience of your mobile phone. Any visitor to campus can utilize ParkMobile to pay for hourly on-demand parking by selecting Zone 4510 for surface lot parking or Zone 4513 for garage lot parking. This document should serve as a guide for Departments, Colleges, and Divisions (Hosts) hosting visitors on campus. As a reminder, **parking is free on campus from 7 p.m. Friday until 8 a.m. Monday** and University recognized holidays.

Visitor hosted parking may be obtained through one of the three options.

### Option # 1

A Host will coordinate with the University Parking Division via email at [parkingfaq@tamucc.edu](mailto:parkingfaq@tamucc.edu) or by calling 361-825-7275.

- **Chorale Members**
  - Chorale members whose parking is covered by the College of Liberal Arts.
  - The College of Liberal Arts will provide the Parking Specialist with a list of Chorale members each semester and who will be added to the TAMU-CC Parking Portal.
  - College of Liberal Arts will be billed directly for those costs at \$10.00/parking pass/semester.
  - These passes allow for parking on campus Monday through Friday 5 – 10 p.m.
- **Departments/Agencies/Groups**
  - Departments/Agencies/Groups are charged \$3.00 per permit.
  - Group rates are available by contacting University Parking Division at 361-825-PARK or 361-825-7275.

#### **A Host must provide the Parking Division with the following information:**

- Vehicle Color, Make, and Model (example: White Honda CRV)
- Vehicle license plate number
- Date and time the guest(s) will be on campus
- Department account number

*Suggested communication with a visitor:*

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*Thank you for visiting our campus. To facilitate your parking on campus, please provide me with the color, make, model and license plate of your vehicle.*

### Option #2

Host-Paid Parking with a unique promo code will need to be coordinated with the University Parking Division. This option does not require gathering information ahead of time from your visitor.

- **Departments/Agencies/Groups**
  - Departments/Agencies/Groups are charged \$3.00 per permit.
  - Group rates are available by contacting University Parking Division at 361-825-PARK or 361-825-7275.

#### *Suggested communication with a visitor for Visitor or Host-Paid Parking:*

*Texas A&M University-Corpus Christi now uses **ParkMobile** to manage campus parking. For more information on ParkMobile, please visit <https://police.tamucc.edu/park/parkmobile-faq.html>. Once you arrive on campus, select your parking zone, 4510 for a surface lot [4513 for the parking garage]. Upon checkout, please select "Add Promo Code" and enter the code XXXXX to register your vehicle for free event parking.*

### Option #3

Event Parking involves the closure of a lot or partial closure of a lot and will be limited in use due to the impact on campus.

- A Host will be required to fill out the Special Event Parking Request at least two **weeks prior** to the scheduled event to coordinate approvals and scheduling.
- Parking division will seek approval from the Chief of Police, Vice President of Finance Administration, Vice President of hosting group, and President.

After receiving approval, a Host must send a campus announcement 3 days before the event and the morning of the event to inform the campus of the lot(s) closure. Rate for parking detail: This includes Parking detail, Parking Attendant, Security Officer, or Police Officer for events.

A parking detail does not guarantee UPD personnel unless it is requested and approved 2 weeks prior.

Parking lot reservation fee	Parking Attendant	Security Guard	Police Officer
\$150.00	\$18.00	\$30.00	\$50.00

- Minimum number of spaces that can be reserved is **200**.

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### Event Planners

If you are a university official, department, or student organization hosting an on-campus event that requires parking, please visit [Event Parking](#) for information.

#### *Suggested communication with a visitor:*

*There is free parking for this event. Please be sure to park in the XXXXXX lot*

#### *Suggested communication with the campus:*

#### **Parking Notice for the EVENT on MONTH DATE**

*On DAY, MONTH DATE, the EVENT will take place on campus in LOCATION from X:XX p.m./a.m. to X:XX p.m./a.m. We are expecting XXX guests to attend. Please be aware that vehicle and pedestrian traffic volume will be much higher than usual in the areas surrounding the XXX during this time.*

*The campus community is encouraged to park and ride the Momentum shuttle. You only need to show your SandDollar\$ ID Card to ride the shuttle. The XXXXXX Lot will not be available for general parking on the day of the event between X: XX p.m./a.m. and X: XX p.m./a.m. This lot will be reserved exclusively for our event attendees.*

*Thank you in advance for helping us prepare for an outstanding experience on campus for our guests!*

### Additional Information

- Islander Launch does not require permits and parking is at the SandDollar and Seabreeze parking lot.
- SUMMER CAMPS - Free drop off or pickup areas are designated for drop off/pick up Only. All others are to utilize ParkMobile to pay for parking. Virtual permits are available to be sold to those hosting the camps. Payment can be made via IDT if the department is paying for parents. Vehicle information is to be provided prior to issuance.
- All buses visiting campus may drop off/pic up at various locations, but are directed to park in Hammerhead lot, or momentum tennis court lots, depending on class schedules/days.