



## **Car Parking Procedures – Visitor Reserved Spaces Last Reviewed July 2022**

### **Procedure**

Provision is allowed for up to 2 reserved spaces for external VIP visitors near to the School or Department during the hours of 8 am to 5 pm, on weekdays, on all campuses.

### **Eligibility**

External visitors who should be accorded special parking privileges due to their support of the University's core business values, will be at the discretion of authorising management.

### **Authorisation**

All requests must be approved by a Dean, Head of School or Head of Professional Service and at least 24 hours' notice is required. The actual requests will be accepted from Personal Assistants with an indication of such approval.

### **Arrangements**

Requests for reserved spaces should be sent to Security via [parking@nottingham.ac.uk](mailto:parking@nottingham.ac.uk). The following information must be provided in a Word Document (a template can be found on the [Car Parking website](#)), and will be used for the reserved parking notice:

- Name of visitor
- Building
- Date of meeting
- Time of meeting (and its duration if possible or at the very least morning, afternoon or all day)
- Authorised by
- School/Department contact (email and telephone number)

Please note that **all** fields are required for the request to be approved by the parking team.

The 'Reserved Parking Template' document (found on the Car Parking Website) must be completed and returned by email, the email titled 'Reserved Parking Request' and bearing the date of request, and information regarding the nature of the visit and the visitor's VIP status to the School or Department to be included in the body of the email.

Subject to approval by the Head of Security or his/her nominee, Security will arrange for a space to be reserved and the location of the space will be notified to the named contact and to the Gatehouse/Security staff at the appropriate campus. Please note that Gatehouse staff are only present from 8 am to 4 pm weekdays and as there is no Gatehouse at the Sutton Bonington Campus, visitors to this campus will be required to report to the Main Building Reception.

### **Other Requirements**

All vehicles parked in reserved spaces will be required to display a Day Voucher provided by the School or Department. The Day Voucher may be sent to the visitor in advance or handed to the visitor direct by the School/Department, or it can be delivered to an identified Gatehouse/Security Office for collection by the visitor on the day.