MEMORANDUM

TO: Deans, Vice Provosts, Department Chairs

FROM: John Frederick
Provost and Vice President for Academic Affairs

SUBJECT: VPAA FY 11 Special Event Parking Expenses

To assist academic units with the costs associated with event parking, some one-time funds are being set aside to cover VPAA FY 11 event related parking expenses, with an expectation of continued support in future years. The purpose of this support is to reduce internal invoicing as well as the administrative burden associated with organizing academic activities. In order to continue this support it will be important to keep the costs at a reasonable level so please remain mindful of the expenses you are incurring. Also, this support is intended for UTSA VPAA events which are directly related to internal activities only. Activities that are co-sponsored for external organizations should be funded with the income generated from the related activity and/or other external funding sources.

The Parking Office has launched a new website to process requests for parking services. Included on the website is a dropdown menu requiring that you select your reporting Vice President (Executive Division). As long as you select “Provost / VP Academic Affairs” the charges will be directed to the central account. There is one requirement, however, that you must meet in order to access this savings; the request for parking must be submitted 14 business days in advance of the event. If submitted even one day shy of this requirement, the cost will be directed to the sponsoring department’s account.

To emphasize the need for planning ahead, during one weekend in June the university hosted the following special events:

- Boerne ISD High School Graduation
- Edgewood ISD High School Graduation (two separate ceremonies)
- MS Valero ride to the river
- A wedding and the reception that followed

Obviously, the additional venues added to our campus along with public awareness of these venues have increased the use of our facilities resulting in a greater need for parking and parking management. Additionally, construction of a parking garage is slated to begin Spring 2011 in Parking Lot 4. During the
construction phase, parking availability around the Main, JPL and Business Buildings will be very limited, which will present an even greater need to plan ahead for your event related parking needs.

Additional information regarding parking services is available by accessing the link below:

http://www.utsa.edu/auxiliary/events.html

If you have any questions regarding this new initiative, please feel free to contact Diane Cordova @ diane.cordova@utsa.edu or ext. 5202.

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**Provost’s Parking Initiative Frequently Asked Questions**

**Question:** Does the Parking Request Form need to be filled out or will an email to the Parking Office suffice?

**Answer:** The Parking Request Form must be filled out by the requesting department.

**Question:** Does the Parking Request Form need to be filled out if the Provost’s Parking Initiative will not cover the expense of the event?

**Answer:** Yes, the Parking Request Form is required for any special event regardless of the source of funds.

**Question:** What information is needed in the “Event Description” field on the Parking Request Form?

**Answer:** It is important to have clear information of the event details such as a brief description of the purpose of the event, intended participants (faculty, staff, students, community, etc.), the name of the co-sponsor (if applicable), and a list of any income the event will generate (donations, fees, dues etc.).

**Question:** Our Event is co-sponsored with an outside party; do we qualify for the Provost’s Parking Initiative funding?

**Answer:** Activities that are co-sponsored for external organizations should be funded with the income generated from the related activity and/or other external funding sources.

**Question:** If the parking request was not turned in within fourteen business days can we receive a waiver?

**Answer:** The parking request form must be submitted to the parking office fourteen business days in advance of the event in accordance with the Provost’s memo.

**Question:** Can UTSA student organizations receive the Provost’s Parking Initiative funding?

**Answer:** No, the initiative is currently limited to departments that report directly to the Provost and Vice President for Academic Affairs.

**Question:** Can a “blanket” request be made for a series of events?

**Answer:** No, a request form must be submitted for each special event.

**Question:** If the event generates funds (i.e. dues, registration fees, donations, etc.) will the event be eligible for the Provost’s Parking Initiative funds?

**Answers:** No, if funds were generated, the event’s expenses should be covered with that income.
**Question:** Where can I find the Parking Request Form?

**Answer:** You can find the form by visiting UTSA’s Business Auxiliary Services’ website: [http://www.utsa.edu/auxiliary/events.html](http://www.utsa.edu/auxiliary/events.html)

**Question:** Where can I view the Provost’ Parking Initiative memo?

**Answer:** You can find the memo on the Provost’s website under faculty or staff resources.

**Question:** Who can I contact if I have other questions about the Provost’s Parking Initiative?

**Answer:** You can contact Kelly Garza at Kelly.garza@utsa.edu.