

## SECTION 16

### EVENT PARKING

#### [Traffic, Parking and Safety Regulations](#)

Special RESERVED spaces are labeled with specific wording that indicates authorization to occupy those spaces. Violators will be cited and are subject to booting and/or towing and any fees associated with enforcement.

Zone violations (no parking, fire hydrant, fire lane, disabled spaces) are always enforced.

#### Visitor Parking Pass

Family, friends, guest speakers, and all other non-affiliated external visitors of UT Tyler are welcome to a free UT Tyler Guest Parking Permit by creating a guest account in our [Guest Parking Portal](#) and following the steps under “Get Permits.”

If you are a department administrative associate needing to issue **multiple guest passes**, please reach out to [parking@uttyler.edu](mailto:parking@uttyler.edu) for further instructions and access to the UTT Web App portal.

Do not forget to request blocked parking spaces, if needed.

#### Requesting Blocked Parking Spaces

There is a 10-day lead time for requests to reserve blocked parking.  
For the first two (2) weeks of each fall/spring semester, NO requests will be approved.

Blocked parking for your campus event can be requested by faculty and staff via our online event scheduling system, [Astra](#). The Parking & Transportation Department (P&T) is the scheduler of this resource and reserves the right to decline/approve requests.

These requests should only be for weekdays between 8:00 a.m. and 5:00 p.m. and for attendees who are not UT Tyler faculty, staff, or students.

Parking spaces on Tuesdays and Thursdays are extremely limited and may  
NOT BE APPROVED  
depending on the number of spaces being requested.

Please consider Monday, Wednesday, or Friday for your event.

P&T will place cones for the event blocking spaces; however, **your event staff is responsible to pull the cones for your guests or to have your guests remove the cones and park in their designated spot.** Thirty (30) minutes after the start of your event, P&T will remove the cones and open the space(s) for the students, faculty, and staff.

### How Do I Request Blocked Parking?

- In conjunction with an event/space request: Complete the appropriate event request form in [Astra](#) answering all questions pertaining to your parking needs.
- Event already scheduled in Astra or only parking spot(s) needed: Log into [Astra](#) and use the Parking request form. A quick video tutorial on how to complete this form can be found [here](#).\*

*\*Please Note: follow the instructions on the request form very carefully as it is different than other forms.*

Events in Parking Lots MUST stay clear of fire lanes.