



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

PARKING & TRANSIT SERVICES

## Specially Arranged Parking Guidelines

The UT Parking & Transit Services Office provides support for specially arranged parking for a wide range of campus events. In order to ensure student and staff parking is effectively maintained while accommodating specially arranged parking, please complete the Specially Arranged Parking Request Form found at <http://parking.utk.edu/special-events/> or under the Special Event page on the UT Parking Office website, <http://parking.utk.edu/>.

For the purpose of these guidelines, specially arranged parking is generally considered any parking outside of regular student and staff parking. Examples range from using two spaces for special guests giving a guest lecture to a major campus conference/seminar involving hundreds of attendees. Major special events such as UT football games, UT basketball games, Thompson-Boling Arena events and similar major events are not covered by these guidelines.

The following guidelines apply to specially arranged parking:

A. Due to the high demand for student and staff parking and the need to accommodate multiple events on a regular basis, every attempt is made to minimize the inconvenience to students and staff by limiting the use of parking areas for non-parking uses. Staff and student parking areas should remain available for parking by permit holders and not taken out of service for non-parking uses associated with special events. Examples include placing tents, exhibits, trailers, etc., in parking spaces.

B. The UT Solicitation Request Process (<http://go.utk.edu/>) lists a number of specific areas that are appropriate for the set-up of tents, trailers, tables, exhibits, etc., for special events. Requests for exceptions to use parking spaces for non-parking uses must be provided in writing to the UT Parking Office with justification clearly identifying the reasons that parking spaces used for non-parking uses are necessary for the event. This justification must also include efforts that can be made on behalf of the event organizers to minimize the inconvenience on students and staff parking.

C. Specially arranged parking during normal business hours (Monday-Friday between 8:00am-5:00pm) will be kept to a minimum to reduce the inconvenience to students and staff. The general guideline for regular business hours is that no more than 10% of the total number of parking spaces in a particular area/facility should be taken out of service for specially arranged parking. Exceptions to this guideline may be considered based on special circumstances such as semester breaks, University holidays, etc. Requests for specially arranged parking outside of normal business hours will be considered on a case-by-case basis.