

# **Gonzaga University Vendor & Contractor Parking Rules**

Beginning in 2013, all Gonzaga vendors and contractors are required to register with Campus Public Safety & Security – Parking Services and display a valid permit<sup>1</sup> when conducting business on campus. New registration begins each year on September 1<sup>st</sup>. Permits are available at the Security Office at Welch Hall. Permits are only valid when conducting official business with the University.

## **Service Vendors**

Service vendors are defined as vendors who provide services (including business, maintenance, and repair services) to departments on campus. Service vendors may also include vendors making deliveries of products or equipment that they can reasonably transport on foot from a valid parking space.

With a permit, service vendors may park in any valid parking space on campus.

## **Delivery Vendors**

Delivery vendors are defined as vendors who provide deliveries of large products or bulk quantities of products to departments on campus. Delivery vendors do not include vendors who can reasonably transport their products or equipment on foot from a valid parking space (see Service Vendors).

Delivery vendors are permitted to park temporarily (less than 30 minutes) to unload or load products or equipment. Loading docks or designated loading areas should be used whenever possible. Parking on bricked areas or concrete pads is allowed provided flashers are on and emergency vehicles (e.g. a fire truck) can pass. Parking on or blocking sidewalks is prohibited.

Certain buildings and areas of campus do not currently have vehicle access roads or adjacent parking spaces. This includes Crosby Student Center, Foley Field, and Herak Field. Driving on sidewalks or bricked areas to access these locations is allowed provided the vendor has a valid delivery vendor permit, has emergency flashers on, drives no faster than 5 mph, avoids high pedestrian traffic periods, yields to all pedestrians and bikes, and utilizes a spotter for backing. All other exceptions MUST be approved by a Campus Security administrator (509-313-2222).

In addition to loading areas, delivery vendors may also park in any valid parking space provided they take up no more than one space.

Other than the exceptions noted above, vendors are required to abide by any current Gonzaga parking rules and regulations. All other exceptions must be approved by a Campus Security administrator.

## **Contractors**

For parking purposes, a contractor is defined as any external company that provides construction, construction-related maintenance and repair, or utility infrastructure services to Gonzaga University.

Contractors may obtain a parking permit by completing a contractor parking application (available at the Plant Services office and the Campus Security office) and submitting it to the Parking Office. The parking application must be signed by the University Project Manager.

The parking permit is valid for all maintenance parking spaces as well as University areas (excluding any fire lanes or handicapped parking) agreed to by the Project Manager and Parking Coordinator. Parking on or blocking sidewalks is prohibited.

Certain buildings and areas of campus do not currently have vehicle access roads or adjacent parking spaces. This includes Crosby Student Center, Foley Field, and Herak Field. Driving on sidewalks or bricked areas to access these areas is allowed provided the contractor has a valid contractor permit, has emergency flashers on, drives no faster than 5 mph, avoids high pedestrian traffic periods, yields to all pedestrians and bikes, and utilizes a spotter for backing. All other exceptions MUST be approved by a Campus Security administrator (509-313-2222 24/7).

The Project Manager and Parking Coordinator will work together to develop a plan to mitigate the impact of Contractor employee vehicles at large long-term construction sites. This may include designation of a perimeter lot for employee parking. Transportation to and from work site would be the contractor's responsibility. The Project Manager and Parking Coordinator will also work together to develop a plan to mitigate the impact of construction equipment, trailers, etc. on University parking and traffic. No permit is needed within a fenced construction site.

#### **Notes**

1. Clearly marked vendor or contractor vehicles are not required to display a permit. However, the vendor or contractor must still be registered.