



Departmental Guest Permits:

Departmental Guest Permits are a one day only permit issued to UNL departments for their visitors' parking needs. Departmental guest permits are issued upon request to all UNL departments requesting this service. Each permit is numbered consecutively and should be issued in numerical order; departments are required to enter all information on the SharePoint Excel spreadsheet prior to or at the time they are issued. Each department has their own folder/spreadsheet. Student workers may not be added to access these spreadsheets; only employees may be granted access.

Departments that frequently request this service can be issued guest permits for three months at a time. If the department has used the entire allotment of guest permits for a particular month or have specific questions regarding the use of these permits, please contact Parking and Transit Services at 402-472-1800 or email parkdgp@unl.edu.

Issuing instructions:

- **These permits may NOT be issued to students, staff, faculty, vendors or affiliates of the NU system; falsification of affiliation to the NU system will result in a \$50.00 misuse of permit citation to the person using the permit.**
- Permits may NOT be sent in the mail.
- Individuals visiting campus for multiple days are NOT eligible for departmental guest permits; please contact Parking and Transit Services for an appropriate permit for these individuals.
- Departmental guest permits may only be issued to unaffiliated guest speakers for an academic course, unaffiliated guests, or a small group of 4 or less in a single vehicle. They are not to be used for meetings, seminars, conferences, and/or workshops. Anything open to the public is considered a special event and is NOT eligible for a departmental guest permit.
 - A conference permit may be issued for this type of event by completing the Special Events Planning form at <https://parking.unl.edu/special-events-parking>. If you have questions regarding special events, please call 402-472-8436.
 - Departments may also purchase Occasional Use packs to be used for unaffiliated guests with a cost object by emailing the request to unlpts@unl.edu.
- Each permit must be logged correctly on the appropriate spreadsheet in SharePoint. **[ASSIGNED AREA, DATE, LICENSE PLATE NUMBER, STATE, INDIVIDUAL AUTHORIZING THE PERMIT, ETC.]**. Once the guest has agreed to the parking policy, type their full name into the "Policy Acknowledgement" cell. ***Failure to comply with these rules will result in termination of Departmental Guest Permits' issuance.***
- If you make a mistake while issuing a guest permit, void that permit and issue another permit. The use of an altered/counterfeit permit will result in a \$200 citation and towing of the vehicle. **Voided permits must be returned to the Parking and Transit Services office via campus mail.**



Log spreadsheet and ordering:

- The log spreadsheet will be live monitored by Parking and Transit Services; failure to use the SharePoint spreadsheet in a timely manner will result in revocation of complimentary departmental guest permits.
- Departments may instead purchase permits for guests, such as Occasional Use packs, by emailing the number needed, date(s) needed, cost center number and delivery method to unlpts@unl.edu.
- **Order permits at least two weeks PRIOR TO the date needed.**

Information for guests:

- Inform the guest which non-reserved area they may park in (Area A or C).
- Inform the guest the permit is NOT valid in metered parking stalls and meters must be paid if they park in a metered stall.

Thank you for your cooperation.