# Crete Campus: Parking Needs

Parking Planning Timelines (What happens if I don't plan ahead?)

1.



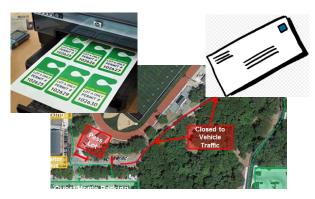
# 1 Month - 2 Weeks prior:

- 1. Plan ahead (Is your campus event scheduled?)
- Contact the Safety Office if parking is needed: doanesafetyoffice@doane.edu
- 3. Meet with Safety staff and create a plan.
- 4. Costs, scheduling and staffing can be coordinated!

### If you miss this deadline:

- Lots are generally full. Without prior planning you run the risk of competing with other events!
- Staffing is limited. For events that require more staff we need to schedule them in advance.

2.



### 2 Weeks prior:

- 1. Creation of Parking Permits
- 2. Creation of Maps for your event
- 3. Information can be posted online or sent via email for the convenience of your guests!

3.



# 1-2 Days prior:

- Campus community notification sent (email) by the Safety Office.
- 2. Parking lots blocked-off (if approved)
- 3. Signage posted about the upcoming event/parking

#### If you miss this deadline:

- Vehicles parked in student and employee lots need to be identified to avoid tickets or towing. Late planning causes confusion between guests and staff.
- Parking passes, maps and communication materials take time to generate. Requests after this deadline may impeded the ability to have these resources available.

# If you miss this deadline:

- Campus notifications (email) are only sent out with prior planning.
- Other offices are not authorized to close, open or make changes to campus parking policy. Let us help you make your event safe and well-coordinated.