



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PARKING FOR VISITORS, SERVICE, REPAIR AND REGIONAL PERSONNEL	Code: GG0106
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Policy Reference: N/A

Visitors, service, repair, and regional personnel will, whenever possible, be provided reasonable parking areas at all campuses.

1. Campus Team leaders visiting the Milwaukee Campus will park their vehicle in the upper level of the C Building in any vacant space designated for a board member, except at those times when the board meetings are scheduled. When board meetings are scheduled, campus Team Leaders will use any available spaces in the T Building Lot or the Freeway Lot. Team Leaders must obtain and display a Special parking permit issued by the Public Safety Department.
2. Regional personnel visiting the Milwaukee Campus who have a valid "Special Parking Permit" or current parking hangtag, must park in any available space in the B area of the Freeway Lot. Any employee who has a valid hangtag from any campus may park at another campus; however, he/she must park in the designated areas at that particular campus.
3. Visitors invited to any of the campuses should be sent a Visitor's Parking Permit, including a map showing parking areas(s) available. This should be obtained by the originating department from the Public Safety office on the Milwaukee Campus or from the administrative office at the regional campuses. Requesting departments are responsible for sending permits to their guests.
4. When visitors are invited to special functions on campus, such as conventions, seminars, workshops, etc., the Public Safety office and regional Operations managers should be contacted prior to the event to determine parking space availability.
5. For the unexpected visitor, parking permission may be obtained (if space is available) by immediately calling the Public Safety office on the Milwaukee Campus or the administrative office at the regional campuses.
6. A Visitor's Parking Permit will be issued for a designated date, day, time, and parking area. Parking is enforced, and citations will be issued.
7. There is no fee for a Visitor's Parking Permit.
8. A Visitor's Parking Permit shall be displayed on the inside of the windshield on the dashboard of the driver's side of the vehicle.
9. Any abuse of the Visitor's Parking Permit by employees can result in the loss of their



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parking privileges.

10. Overnight parking is prohibited, unless authorized in advance by the Public Safety Department on the Milwaukee Campus or Operations Managers at the Regional Campuses.
11. MATC is not responsible for the loss, theft, or damage to vehicles or their contents while parked on campus.