**UNIVERSITY GUEST PARKING AND RESERVATIONS POLICY 2022 –2023**

The following categories of individual car park users are regarded as entitled to *Guest* status as regards ‘parking on campus at no charge’ and/or where applicable, reservation of a car parking space:

**Regular Visitors**

Regular visitors in one of the categories detailed in Table 1 who provide a gratis service to the University are exempt from parking charges and will be issued with a Standard parking permit at no charge, for the duration of their service to the University. For external members of University Court, this courtesy would extend to spaces being reserved in parking bays.

**Occasional Visitors**

Occasional visitors identified in one of the categories listed in Table 1 will be regarded as exempt from the requirement to pay for parking on campus. Additionally, they are entitled to apply for a parking space to be reserved for those occasions when they have received a private invitation to a meeting or event at the University but not when they are on campus in a personal capacity.

**Table 1**

|  |  |
| --- | --- |
|  | **Reason for ‘guest status’** |
| **Regular Visitors** |  |
| Honorary/ Emeritus Professors; External Members of Court | Offer unsalaried services on a regular/semi-regular basis |
| Donors, Past Honorary Graduates and Guest Lecturers | When visiting the University at the specific invitation of a senior officer |
| Lay Members of Court; External Members of University Committees | When attending formal meetings as part of official University business |
| Authorised Visitors of Senior Officers | When visiting the University for a meeting.  |
| Senior Politicians; Visiting dignitaries e.g., Royalty, Lord Lieutenants, Diplomats, Provosts | When visiting the University at the specific invitation of a senior officer  |

The authority to include individuals in the above categories resides with a senior E&CS Officer. All other ‘reserved spaces’ are chargeable either via a charge code issued by the relevant department or directly using RingGo App/ Pay by phone.