

## Did You Know...

OSU permits are required in all surface parking unless otherwise posted.

Visitors need to have parking permits, unless they park in a pay facility. Single-day and multi-day visitor passes are sold to visitors of students, faculty or staff, and the parking designation will be determined by annual permit eligibility. If a dorm resident requests a single-day or multi-day visitor permit for a guest, a permit will be provided based on the parking designation of the student they are visiting. For overnight guests with multi-day parking passes, parking will be restricted to West Campus during the overnight hours. To purchase a visitor permit, visit 160 Bevis Hall.

In addition, overnight parking for OSU visitors staying in the dormitories is permitted in the Arps and Ohio Union South garages during the weekends for a maximum of 24 hours per visit. Regular fees must be paid.

# Parking Permits (cont.)

Also, T&P offers a limited number of staff daytime "BG" garage permits to commuter graduate students who hold a paid appointment. Available permits are: "BG1", which allows access to Northwest, Tuttle, Arps, and the Lane Ave. (opens Winter 2010) garages, "BG2", which allows access to the 9th Ave. West and 9th Ave. East garages, or "BG3" which allows access to Ohio Union North and 11th Ave. garages. These permits are distributed on a first-come, first served basis. Please visit our web site ([www.tp.osu.edu](http://www.tp.osu.edu)) or call our office (614-292-9341) for date and time information.

The following are requirements to purchase a staff garage permit:

- Photocopy of your appointment letter;
- Valid photo identification;
- OSU Employee ID Number;
- Vehicle Information (make and license plate);
- Payment of any outstanding citations;
- Full permit payment of a "BG" permit, payable in cash, check, (no starter or counter checks), Visa, MasterCard and Discover, and American Express Card. (Payroll Deduction may also be used as a form of payment if the customer is eligible. Please see page 10 for additional Payroll Deduction information.)

## Short-Term and Visitor Permits

Single-day and multi-day parking permits may be purchased by anyone who needs to park at the University. This includes, but is not limited to, students, faculty, and staff who have not requested an annual permit, departments hosting visitors for events or meetings, annual permit holders who may have forgotten their hangtag, and/or general visitors.

### Pay Facilities (Garages)

Visitors and OSU surface lot permit holders may purchase 10-exit prepaid parking coupons (ValueCards) for parking facilities. (The cost of this parking option is \$50.00.) In addition, departments may purchase prepaid parking ValueCards for their visitors. Access to certain facilities may be limited and

ValueCards are not accepted for any football or special event parking. ValueCards or coupons may be purchased or obtained from 160 Bevis Hall.

### Surface Parking Lots

Single and multi-day scratch-off permits are valid on surface lots only. If the visitor chooses to park at a meter or pay facility (i.e., garage), all hourly fees must be paid.

Scratching off one month, one day and one year validates the permit. The date exposed for the single-day is the date of the actual visit. The date exposed for the multi-day is the last day of the visit and is valid from the date of purchase through the date exposed. If more than one of each category is exposed, the permit is void and if displayed on a vehicle, the vehicle is subject to fines and/or impoundment.

Visitors will be assigned specific parking designations by Transportation & Parking Services. Designated parking areas will be written on the front of the single-day or multi-day permit in the comment box. For students, faculty or staff, parking designation will be determined by annual permit eligibility. If a dorm resident requests a single-day or multi-day permit for a guest, a permit will be provided based on the parking designation of the student they are visiting. For overnight guests with a multi-day parking pass, parking will be restricted to West Campus during the overnight hours. In addition, during the weekend, overnight parking for OSU visitors staying in the dormitories is permitted in the Arps and Ohio Union South garages for a maximum of 24 hours per visit. Regular fees must be paid.