

## Reserving and Announcing Parking Lot/Area Closures

NAME: Reserving & Announcing Parking Lot/Area Closures  
ISSUING DEPARTMENT: Cabinet  
ISSUED DATE: August 23, 2016  
REVIEWED DATE: August 23, 2016  
APPROVING AUTHORITY: President   
DATE REVISED: August 23, 2016

I. Reserve a parking lot/area

- A. Parking lots/areas may be reserved by sending a reservation request to Campus Police at: [police@mansfield.edu](mailto:police@mansfield.edu). The request must include the following information:

Event Name  
Date and time event begins and ends  
Parking lot/area requested  
If requesting parking lot, number of parking spaces or entire lot  
If requesting traffic and/or crowd control

If you are requesting barricades be set-up, you must arrange delivery of the barricades to the reserved lot/area through Facilities. Make these arrangements by sending an email to [facilities@mansfield.edu](mailto:facilities@mansfield.edu).

Student Organizations/Clubs will make their reservation requests through their organization/club advisor.

II. Announcement of Parking Lot/Area Closures

Campus Police will make all announcements of parking lot/area closures to faculty, staff, and students via Mountie Minute and/or email. Facilities will continue to announce road/area as necessary.