Reserving and Announcing Parking Lot/Area Closures

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. 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.

   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.