

Crete Campus: Parking Needs

Parking Planning Timelines (What happens if I don't plan ahead?)

1.



1 Month - 2 Weeks prior:

1. Plan ahead ([Is your campus event scheduled?](#))
2. Contact the Safety Office if parking is needed: doanesafetyoffice@doane.edu
3. Meet with Safety staff and create a plan.
4. Costs, scheduling and staffing can be coordinated!

If you miss this deadline:

- Lots are generally full. Without prior planning you run the risk of competing with other events!
- Staffing is limited. For events that require more staff we need to schedule them in advance.

2.



2 Weeks prior:

1. Creation of Parking Permits
2. Creation of Maps for your event
3. Information can be posted online or sent via email for the convenience of your guests!

If you miss this deadline:

- Vehicles parked in student and employee lots need to be identified to avoid tickets or towing. Late planning causes confusion between guests and staff.
- Parking passes, maps and communication materials take time to generate. Requests after this deadline may impeded the ability to have these resources available.

3.



1-2 Days prior:

1. Campus community notification sent (email) by the Safety Office.
2. Parking lots blocked-off (if approved)
3. Signage posted about the upcoming event/parking

If you miss this deadline:

- Campus notifications (email) are only sent out with prior planning.
- Other offices are not authorized to close, open or make changes to campus parking policy. Let us help you make your event safe and well-coordinated.