**Procedure for Requesting Reserved Parking Lot**

1. The individual or department requesting to reserve a parking lot must first check availability of the lot on QueCentre at least 2 weeks prior to the event.

2. If space is available, approval from the appropriate Cabinet member is required.

3. Once approval is given, requests can then be submitted through QueCentre.

4. All requests are sent through QueCentre system to the UPD Secretary.

5. The Chief of University Police will oversee all requests and the UPD Secretary will approve the event in QueCentre.

6. Notice should be made to the campus community at least 1 week in advance.

7. The UPD Secretary will submit the parking lot reservation announcement to Delhi Today.
   a. Parking Lot Reserved – The (PARKING LOT) will be closed (DATE) from (TIME if applicable) for (EVENT NAME). We apologize for any inconvenience this may cause and appreciate your cooperation.

8. When approval is sent through QueCentre, the Grounds Department receives an email and will place the barricades near the requested lot entrance(s) prior to the event.

9. The UPD Officers will put the barricades in place the morning of the event.

10. The requesting department is in charge of removing the barricades from the space when the event is over. The Grounds Department will come and pick them up.

11. Should the approved parking space need to be monitored, it is the requesting department’s responsibility to enlist a representative (colleague, student, etc.) to do so.

12. The requesting department is also encouraged to create signage for the event.