



Parking Rules

- There are (5) parking spaces per lot available for reservation on a first come, first serve basis. If parking spaces have already been reserved during the time needed, please contact Transportation for approved parking passes. **No other parking passes will be accepted, and vehicles will be ticketed.**
- All parking requests must be reserved prior to 2pm, the day before needed, Tuesday-Friday, and by 2pm Friday for Saturday, Sunday, and Monday requests. No exceptions. No last minute requests.
- Any “cone labels” must be affixed with only a rubber band. If tape (or anything that leaves a residue) is used, there will be a departmental fine.
- No parking spaces will be blocked in Sherman Circle.
- No handicapped parking spaces will be blocked.
- All large vehicles must park across the street, at the track and soccer field.

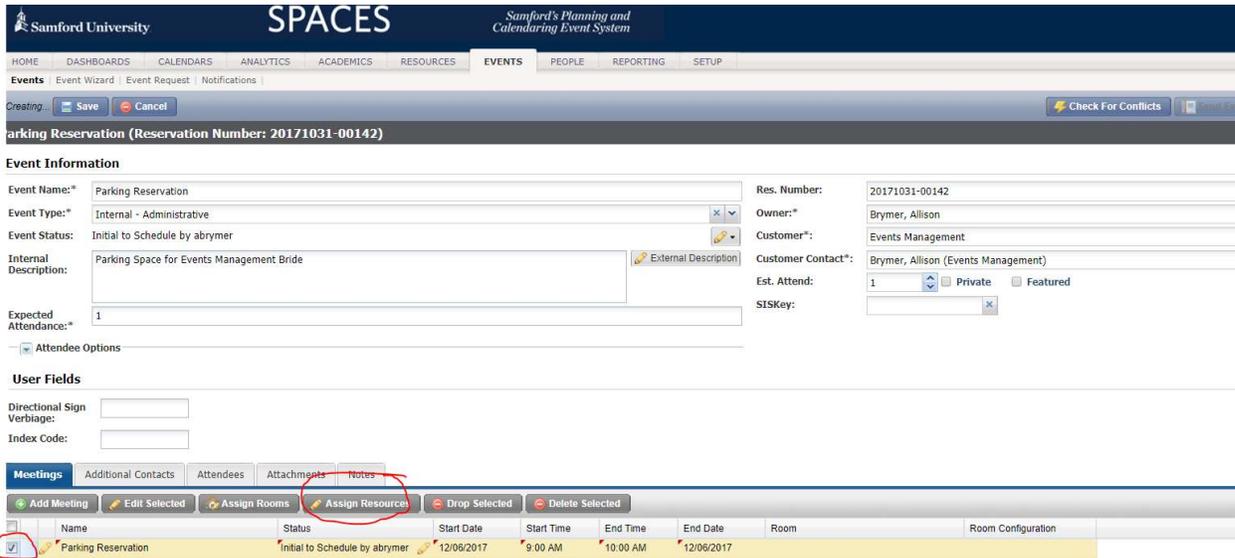
How to Reserve a parking space in SPACES

1. Create an event in SPACES-**spaces.samford.edu**. (You can also edit the existing event meeting that this parking reservation is tied to, if it already exists)
2. If you are creating this event meeting for a parking space, make sure to **uncheck the “Requires Room”** box when you are creating a meeting

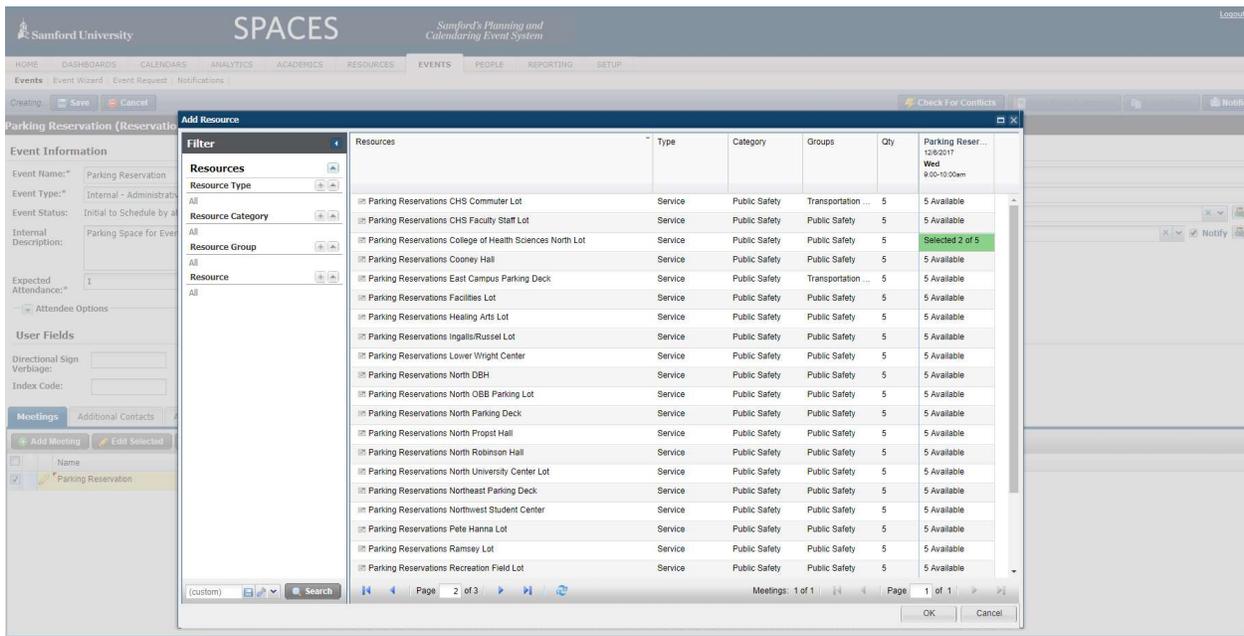
The screenshot shows the 'Add Event Meetings' dialog box in the SPACES system. The 'Event Information' section includes fields for Meeting Name, Meeting Type, Description, and Meeting Notes. The 'Meeting Recurrence' section shows a calendar for November and December 2017 with a start time of 9:00 AM and an end time of 10:00 AM. The 'Meetings' section shows a table with columns for Name and Start Date. The 'Requires Room' checkbox is circled in red, indicating it should be unchecked.

3. Select the time and date that you wish to reserve the parking space, hit “create” then “OK”.

4. Select the meeting that was just created and click “Request Resources”



5. Scroll through the resource pages to find the correct lot you wish to reserve your parking space in (You can reserve up to 5). The box will turn green when the resource has been selected. Click “OK”.



6. Save your event (top, left) and the request will be sent to Public Safety for approval.

If you have additional questions regarding SPACES, please sign up for a SPACES training at eve.samford.edu, or contact the Events Management office at x2355. If you need to check on the status of your parking request, please contact Public Safety.