

Parking Permit  
Policies & Procedures

**Official Business:**

- Official Business Permit is for Administrative Staff or Faculty running official business errands (errands for the department, NOT personal errands). **Must be used with UF Decal. 1 Hour Only, if parking in Service Drive. Not for Guest Use.**
- When reserving an Official Business permit, **please email Nicole Caldwell as soon as you are aware that you will need a permit.** Include, in your email, the type of permit needed, the name of the person that will be using the permit, the exact reason for using the permit, and the dates and times that you will need the pass.

**Official Business Guest:**

- Official Business Guest Permit is for Official Business Guests, with approval from Department Chair. **1 Hour Only, if parking in Service Drive.**
- When reserving an Official Business Guest permit, **please email Nicole Caldwell as soon as you are aware that you will need a permit.** Include, in your email, the type of permit needed, the name of the person that will be using the permit, the exact reason for using the permit, and the dates and times that you will need the pass.

**Research Participant:**

- Research Parking Permits are for Research Participants ONLY.
- When reserving a Research Participant permit, **please email Nicole Caldwell as soon as you have scheduled your participant.** Include, in your email, Research Participant coming to campus (this is the only reason allowed), the name of the study as approved by the IRB, and the date and times that you will need a pass (Example: Research Participant coming to campus, Study of Human Behavior, 4/19/17, 10am-12pm).
- ***Using the research participant passes for any reason other than for research participants could result in the department losing these parking spots.***

We have limited permits, so please be respectful of others that may need them. Please return the permit as soon as you are finished. If the office is closed, you can slide it under the door.

If you do not reserve the parking permit, in advance, I will need to escort you to the vehicle, with the permit.

To reserve a permit, or for any questions regarding this policy, please contact Nicole Caldwell at nicole62@ufl.edu.