

Visitor Parking Daily Permit Hang Tags

Per the university's internal auditors when departments purchase daily permits, they must maintain a log to track the recipient's name, the reason for issuing the permit, and the benefit to the university.

If the permit is issued to someone who is picking it up for another person, the recipient's name, as well as the visitor's name must be logged.

While the daily permits are not to be given to employees for their use, there are a few exceptions:

- To a new employee who is in process of being hired. May provide daily permits for up to one week until the employee is able to purchase a decal.
- To an employee whose workplace location is not on the Orlando campus and they need to visit the Orlando campus for university business. May provide daily permits on an infrequent basis.

Below are the guidelines provided by Parking Services on the use of daily permits, which should be provided to the recipients so they are aware of the policies:

Guidelines for Daily Permit Parking

Recipients of these permits may park in the GREEN STUDENT LOTS/GARAGES ONLY. Student lots are marked with GREEN signs and the letter D.

1. Citations received for parking in lots other than green student areas will be valid and payable. **Parking in a 24-hour reserved space is strictly prohibited and unauthorized vehicles in those spaces may be towed from campus at the owner's expense.**
2. Since Parking Services personnel may not have contact with your guest(s), it is your responsibility to ensure that the correct parking information is disseminated.
3. These prepaid daily permits are intended for university GUEST(S) ONLY and may not be used by the staff, faculty, or students with the exceptions noted above.
4. If there are any questions please call Parking Services main office at (407) 823-5813 for further instructions

Please use the attached log to track distribution of the daily permits. Any permits that are lost, stolen, damaged or expired also should be listed.