In keeping with Stanford University’s goals of reducing peak-hour commuting and supporting environmental sustainability initiatives, we encourage your program to consider using alternative transportation and whenever possible, to schedule events so that arrivals and departures to/from campus can be minimized between 7:30 AM – 9:00 AM and between 4:30 – 6:00 PM.

PARKING AREAS
Since all central campus parking lots are expected to be at full capacity throughout the summer, conferences requiring parking for more than 20 commuter participants must coordinate parking arrangements with their Conference Account Manager. The following guidelines apply:

EVENT PARKING RESERVATION & VISITOR PARKING GUIDELINES

GENERAL VISITOR PARKING FACTS
For visitor parking lots information and locations, please visit the website at: https://transportation.stanford.edu/how-purchase-visitor-parking

ARRANGING EVENT PARKING LOT (20 CARS OR MORE)
Reservations should be made with Stanford Transportation for all event parking to avoid conflicts due to concurrent events. Stanford Transportation will recommend the appropriate parking lot for your event. An event sponsor can contact Stanford Transportation via phone at (650) 723-9362 for general questions, or submit an Event Request Form - https://stanford.nupark.com/v2/Portal/eventrequest#/eventRequest

When submitting the form please make sure to include event name, dates, time frame, exact number of spaces needed, desired location for spaces, verbiage for posted signs and PTA information for payment.

- **Galvez Lot General Parking:** There is a $160/20 car minimum for the link. If more than 20 cars park in the lot the department will pay $8 x number of cars. The link can be set up for the department to pay or for attendees to pay when registering vehicle info. Parking is first come first served in the lot meaning “Reserved/Tow-Away” signs will not be posted. Valid in Galvez Lot only.

**Event Parking Link:** There are no self-pay parking kiosks on campus. You may request an event parking link for your event from Transportation Services. P&TS will create a link to an event-specific page where you can direct your attendees so they can register their vehicle for parking in the designated lot. You will need to provide a department PTA to place these requests. Use the Event Request Form. Additional information can be found below.

**Reserving Spaces/Lots:** Event organizers may request reserved parking spaces on campus. Cost per space will vary based on location. The Galvez lot is a designated event parking lot and the cost to reserve is $12 per parking space. The cost for any other reserved space on campus is $37 per parking space. You will need to provide a department PTA to place these requests. To place these requests, use the Event Request Form.
Parking for Special Events

Step 4: Planning

- **Galvez Lot - Business Hours (prior to 4:00p.m.):** $12/space/day regardless if all, none or a handful of the spaces are used. “Reserved/Tow-Away” signs will be posted, and an event registration link will be created where attendee vehicle info must be registered to for enforcement purposes. To bypass using the registration link, you can hire a Special Event Patrol through Public Safety using the [Security Services Request Form](#) at an additional cost (billed by Public Safety).

- **Galvez Lot – After-Hours (4:00p.m. – 11:59p.m.):** $6/space/day regardless if all, none or a handful of the spaces are used. “Reserved/Tow-Away” signs will be posted. An event link is not required for after-hour parking.

- **Business Hours (prior to 4:00p.m.):** The cost anywhere else on campus is $37/space/day regardless if all, none or a handful of the spaces are used. “Reserved/Tow-Away” signs will be posted, and an event registration link will be created where attendee vehicle info must be registered to for enforcement purposes. To bypass using the registration link, you can hire a Special Event Patrol (SEP) through Public Safety using the [Security Services Request Form](#) at an additional cost (billed by Public Safety).

- **After-Hour Reservations (4:00p.m. – 11:59p.m.):** $9/space/day regardless if all, none or a handful of the spaces are used. “Reserved/Tow-Away” signs will be posted. An event link is not required for after-hour parking.

Galvez Lot additional options:

- The entire lot can be reserved for $3,312. The lot will be used exclusively for your event, and it will include two (2) SEP’s. There are 414 spaces in the Galvez Lot. The $3,312 fee will remain the same whether all, none, or a handful of the spaces are used.

- After-hours: There is a $75 flat fee for general after-hour use of the lot. Signs will not be posted, and parking will be first come first served. This option is available starting at 4:00p.m.

**Reserving Grove Parking:**
Stanford Transportation manages the Groves, as well, and these are only available as an addition to the Galvez Lot. The Groves cannot be requested on their own, meaning Galvez Lot would have to be included in your request to reserve a grove. There is a $75 flat fee per grove and parking will be first come first served. Signs will not be posted.

**Daily Parking Permits:**
To place these requests, please use the [Event Request Form](#)

- **Daily A Permit:** $325/20 car minimum ($16.25/ea). If more than 20 cars park in the lot the department will pay $16.25 x number of cars. The link can be set up for the department to pay or for
attendees to pay when registering vehicle info. Parking is first come first served in A and C spaces on campus. Reserved signs will not be posted.

- **Conference Daily Permit (PS-6 parking):** $109/20 car minimum ($5.45/ea). If more than 20 cars park in the lot the department will pay $5.45 x number of cars. The link can be set up for the department to pay or for attendees to pay when registering vehicle info. Valid in EA, ES, SO spaces found in lower level 3 & 4 of Wilbur Field Garage (PS-6) only.

**Parking Maps** for visitors can be found on-line at [http://transportation.stanford.edu/maps.shtml](http://transportation.stanford.edu/maps.shtml).

Stanford Transportation works with the event sponsor to identify the appropriate event parking location. Complete information on event parking can be found here: [https://transportation.stanford.edu/parking/find-event-parking](https://transportation.stanford.edu/parking/find-event-parking)

Stanford Transportation will confirm arrangements/lot reservations with an email registration link to the event coordinator. We may also share information with Stanford’s Department of Public Safety, Athletics Department, Office of Special Events and Protocol, and/or the Registrar’s Office.

**Visitor “pay by plate” Parking:** Because these spaces are limited, these are not an appropriate parking option for groups of visitors. Please see alternative parking options listed above. Locations of Visitor “pay-by-plate” Parking spaces are listed at the link below: [https://transportation.stanford.edu/parking_info/VisitorParking.shtml#options](https://transportation.stanford.edu/parking_info/VisitorParking.shtml#options)

**PARKING FOR THOSE WITH DISABILITIES**

Disabled person placards issued by any state are honored in most marked parking spaces on campus, including visitor pay parking, designated blue spaces (handicapped parking is conveniently located near all of our buildings), service vehicle spaces and permit lots. State issued disabled person placards are not honored in red zones, Resident Fellow (RF) spaces, “Special Permit Only” parking, and “no parking” areas.

**PARKING FOR TOUR BUSES – TOUR BUS PARKING IS CURRENTLY SUSPENDED**

Any buses coming to campus for Stanford groups should have the department name, contact person and phone number to provide if needed to Stanford’s Department of Public Safety. They should also know where they will be dropping off/picking up passengers and where they need to park. They’ll need the link to bus routes and parking rules that all busses must follow: [https://transportation.stanford.edu/parking/find-tour-bus-parking](https://transportation.stanford.edu/parking/find-tour-bus-parking)

**PARKING VENDORS**

*General Event Parking:*

Company: American Parking Management (APM)
E-mail: info@americanparkingmanagement.com
Phone: (415) 983-0800

*Valet Parking Vendors:*

Company: Peninsula Parking
Step 4: Planning

E-mail: info@peninsulaparking.com
Phone: (650) 596-5728

Company: Soirée Valet
E-mail: info@soireevalet.com
Phone: (415) 284-9700

Company: California Parking
E-mail: valetoffice@californiaparking.com
Phone: (415) 447-1700